

Assistant Athletics Director, Human Resources (7597U),
Intercollegiate Athletics - 80300
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261072>

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Posted Aug. 12, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Athletics Director, Human Resources (7597U), Intercollegiate Athletics - 80300
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Human Resources Athletics and Recreation Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Intercollegiate Athletics consists of more than 325 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an Assistant Athletics Director of Human Resources.

Position Summary

This position acts as the primary liaison between Cal Athletics Department and other Campus divisions (such as Berkeley Regional Services HR, Payroll, Campus HR, & Campus Legal), and Internal Departments (i.e. Development and Sports Medicine), and external constituents (i.e. other UC & Pac-12 campuses, coach/employee agents and lawyers, UCOP, & PRA requestors). Serving on behalf of Athletics, this position is the responsible party for all HR efforts, including hiring, separations, recruitments, recognition, salary benchmarking, employment contracts, department and University policies, and payroll reporting, and guides various HR support for the department. Position provides consistent, timely and accurate data for all HR needs, including but not limited to: all general HR functions, payroll data, general ledger reporting data, and budget information. Will also conduct internal audits to ensure data is being captured accurately in systems. Acts as an internal and external point of contact for the Cal Athletics HR Department. Creates HR systems and processes that assist in the tracking and completion of daily tasks. This position reports to the Chief Operating Officer for Athletics.

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Application Review Date

The First Review Date for this job is: 08/20/2025.

Responsibilities

- Oversees the HR function of the Department, its timelines, policies, communication and tasks.
- Manages other Department HR staff and their workload, priorities and responsibilities.
- Leads the hiring timeline and process for all Department hires.
- Works with unit head (hiring manager) to set realistic timelines for key milestones.
- Ensures all steps are complete and approved for the posting of the job and then leads the hiring process and communication between Department and candidate once the offer has been made and accepted.
- Works with CFO on payroll and compensation analysis; Provides timely roster reports and payroll reports for staff and coaches.
- Performs contract reviews and creates systems to assist in the identification of key timelines in the renewal process.
- Supports Unit heads in new position requests and reclass strategy for existing employees pursuant to changes in their overall job description.
- Provides framework in the creation of Organizational charts and staffing objectives to assist in meeting business objectives. - both as-is and desired future state.
- Lead Training on required docs for managers and new hire orientations.
- Assists with resume reviews and applications and interviews applicants for senior level and high priority positions within the Department.
- Serves as the lead on PRA requests.
- Conducts difficult termination interviews, providing feedback to management, and recommending changes to department practices as appropriate.
- Applies advanced HR concepts to counsel senior managers on HR issues, employee and labor policies, procedures, and appropriate practices.
- As technical leader provides guidance to managers and supervisors on compensation programs, personnel policies and procedures.
- Provides support to units or departments in administering policies and programs in the areas of employment, labor relations, wage and salary administration, training, and other areas of HR.
- Co-management of the complaint reporting process
- Professional Development and other duties as assigned and directly correlated to the job's core responsibilities.

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Required Qualifications

- Possesses advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Demonstrated advanced knowledge of organizational policies and procedures; advanced knowledge of functional area and understands how work affects other areas in Human Resources and the organization.
- Advanced knowledge of human resources concepts, policies and procedures including employment practices, labor relations, salary administration, training and other areas of human resources as well as organizational initiatives relating to and/or affecting human resources.
- In-depth knowledge of a human resources management system (HRMS), and/or other related business software programs and systems.
- Advanced interpersonal, written and verbal communication skills to present complex information.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- Strong analytical, active listening, and critical thinking skills.
- Knowledge in contract review, tracking and analysis processes and systems.
- Demonstrated ability to effectively manage staff and set and meet objectives.
- Bachelor's degree in related area and/or equivalent experience/training.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$101,600.00 - \$184,400.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected

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abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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