

Business Office Intern (5171U), Intercollegiate Athletics -  
81875  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264152>

Downloaded On: Oct. 20, 2025 9:28pm

Posted Oct. 20, 2025, set to expire Jun. 30, 2026

|                             |                                                                       |
|-----------------------------|-----------------------------------------------------------------------|
| <b>Job Title</b>            | Business Office Intern (5171U), Intercollegiate Athletics - 81875     |
| <b>Department</b>           | Intercollegiate Athletics                                             |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Oct. 20, 2025                                                         |
| <b>Application Deadline</b> | Open until filled                                                     |
| <b>Position Start Date</b>  | Available immediately                                                 |
| <b>Job Categories</b>       | Professional Staff                                                    |
| <b>Academic Field(s)</b>    | Human Resources<br>Fiscal Services<br>Administrative Support/Services |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6655750">https://apptrkr.com/6655750</a> |

**Apply By Email**

**Job Description**

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**Business Office Intern (5171U), Intercollegiate Athletics - 81875**

**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 275 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 a motivated intern who will work in the Cal Athletics Business Office.

### Position Summary

The Business Operations Intern position will assist with reconciling all Athletics team travel expenditures, processing procurement requests, and maintaining the department's financial reporting system.

Position involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration, and travel.

### Application Review Date

The First Review Date for this job is: 10/30/2025.

### Responsibilities

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#### Business Administration

- Review Athletics' procurement requests - confirms all requisition information is accurate, complete and within policy and funding requirements.
- Submits to Campus, and provides follow up to answer questions and get additional information, if needed.
- Support audit and compliance activities by organizing documentation, preparing files for review, and ensuring records are complete and accurate
- Aid in monthly corporate card reconciliation process, including reviewing all transactions, verifying receipts submissions, obtaining any additional documentation or approvals, and conducting follow-up as needed.
- Under general supervision, researches and gathers information from a variety of sources; prepares and summarize information and reports relative to new services, regulatory compliance issues and/or vendor selection and support activities.
- Serve as the Business Office liaison with corporate sponsors and outside vendors.

#### Budget & Revenue Accounting

- Prepare reports and analyses which include summaries of financial transactions, budget reports, contracts, etc. to be used for management review and decision-making.
- Assist with maintaining Athletics' financial reporting systems by ensuring data accuracy, supporting daily budget report distribution to managers, and troubleshooting issues in collaboration with staff and IT
- Tracks and reconciles team travel expenditures for all 30 sports, ensuring alignment with individual sport budgets; reviews expenses to confirm they are charged to the correct sport and trip, and identifies any large variances for follow-up
- Provide assistance in servicing and processing of a variety of operational and financial transactions including, accounts payable, reconciliation, data collection, analysis, review and control, customer servicing, cashiering, accounts receivable, and reporting.
- Assists with year-end and month-end reconciliation, tracking year-end expenses and revenues. Assists with year-end audits.

#### Travel Administration

- Supports travel agents in processing payments for Athletic Department travel expenditures, including team travel (30 intercollegiate sports), recruiting trips (100 coaches traveling year-round worldwide), prospective student-athlete visits, staff travel, and local travel.
- Maintain detailed files on a per-sport, per-trip basis and follow up with vendors to ensure

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payments are made in a timely fashion.

- Update various IA department systems and electronic filing mechanisms in order to track trips, hotel reservations, flight itineraries, confirmations, etc.
- Complete post-season reimbursement paperwork for conference and NCAA championship expenses.
- Assist in annual ACC Report, Cleary Act Report, EADA, and End of Fiscal Year reconciliation projects.

#### Human Resources

- Assist with managing Human Resource databases, file maintenance and audit reporting.
- Serve as department back up for HR processes, including but not limited to required paperwork to Regional Services for entry into UC Path, Timekeeping access and corrections to timecards, preparing contract cover sheets, and maintain department records.
- Serve as department back up for employment contract process, and may assist with drafting some employment contracts.

Other, including professional development.

#### Required Qualifications

- Basic knowledge of program activity and best practices.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Basic verbal and written communication skills in the English language.
- Proficiency in the use of basic computer applications relevant to job duties.
- Bachelor's degree in related area and/or equivalent experience/training.

#### 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

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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 hourly rate that the University reasonably expects to pay for this position is

- This is a 1-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is a non-exempt, biweekly-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 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.

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"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.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

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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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