

Director of Operations, Rugby (5173U), Intercollegiate
Athletics - 81999
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264381>

Downloaded On: Oct. 29, 2025 3:56am

Posted Oct. 28, 2025, set to expire Jun. 30, 2026

Job Title	Director of Operations, Rugby (5173U), Intercollegiate Athletics - 81999
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Director of Operations for Rugby.

Position Summary

This position provides operational support to the Rugby team and reports to the Head Coach. This involves developing, promoting, and supporting the operational and strategic aspects of intercollegiate student-athlete programs, including planning with the coaching staff to develop competition and practice schedules, coordinating team travel, planning for and managing annual budgets, purchasing needed items, etc. Additionally, this position works autonomously to monitor department, campus, conference, and NCAA deadlines, track team expenses, plan special events, etc., and reports this information back to the coaching staff.

This position is also involved in a variety of other department projects, which include but are not limited to: Competition Schedule collection and game guarantee development; Rugby recruiting events; and Post-Season Championships.

Application Review Date

The First Review Date for this job is: 11/04/2025.

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Responsibilities

- Operations for Rugby, as assigned.
- Responsibilities include Team Administration, Team/Coach/Recruit Travel, Reimbursements, Purchasing, team meetings, event planning, Team Banquets, Team Meals, Alumni Events, Special Events, etc.
- Serves as a liaison to various support units, provides coaching staffs with the tools and information to make the administrative portion of their jobs more efficient.
- Miscellaneous Department-wide Projects/Initiatives: Collection and development of Competition and Practice Schedules & Game Guarantees; coordination with Events and Facilities units on sporting events, projects, scheduling, etc.
- Support Home Events when needed and as directed by Event staff.
- Other as assigned, including professional development.

Required Qualifications

- Thorough knowledge of program activity and best practices.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Highly effective verbal and written communication skills in the English language.
- Proficiency in the use of basic computer applications relevant to job duties.
- Independent thinker and worker who acts with the best interest of the department.
- Must be proficient in the use of basic computer applications.
- Thorough knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management.
- Good knowledge of financial analysis and reporting techniques.
- Knowledge of a variety of administrative operations activities such as events planning, basic cash handling, risk management planning, website design, accounting, and payroll.
- Strong skills in short term planning, analysis and problem-solving and customer service.
- Thorough knowledge of the management and coordination of youth programs.
- Must maintain current knowledge of applicable rules and standards of the ACC Conference, the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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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 \$60,000.00 - \$70,000.00.

- This is an exempt monthly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

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

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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.

"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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