

Associate Director, Recruiting & Eligibility - Intercollegiate  
Athletics (4509U) 71851  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250823>

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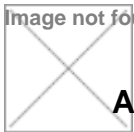
Posted Dec. 23, 2024, set to expire Apr. 20, 2025

<b>Job Title</b>	Associate Director, Recruiting & Eligibility - Intercollegiate Athletics (4509U) 71851
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics
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**Job Description**

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**Associate Director, Recruiting & Eligibility - Intercollegiate Athletics (4509U) 71851**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **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 our sports programs annually within the National Collegiate Athletics Association (NCAA).

This position is responsible for transcript evaluation for admission and NCAA academic eligibility evaluation for all incoming student-athletes. This position will also be the lead for review of transcripts for recruits and will provide evaluations to help coaches determine whether a recruit is meeting NCAA eligibility requirements and UC Berkeley admissions requirements. This position will be the primary point of contact in the Compliance Office with the Office of Undergraduate Admissions.

Further duties involve developing and implementing programs for student outreach, recruitment, and admissions for the Berkeley campus and/or school/college/department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

### **Application Review Date**

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The First Review Date for this job is: August 30, 2024

## Responsibilities

- Assess academic preparedness of all prospective student-athletes. Evaluates transcripts and international records for eligibility. Works with coaches to complete pre-evaluations of all freshmen and transfer prospective student-athletes. Serves as the primary liaison with the Office of Undergraduate Admissions and works with coaches throughout the application process to ensure all incoming student-athletes have completed the application and have submitted all necessary documentation to Admissions.
- Liaison to Student-Athlete Admissions Committee and Campus Admissions Department. Act on behalf of Intercollege Athletics to the Campus Admissions Committee - responsible for speaking on behalf of coaches as it pertains to admitting recruits
- Participates in team meetings with all 30 varsity teams, as well as Assistant & Head Coaches meetings to convey Admissions and NCAA eligibility requirements and expectations for student-athletes. Provides in-depth information on admissions requirements, prerequisite courses, and school/college programs and curricula. Provide any updates on Campus and/or NCAA recruiting/admission policies, include recent news surrounding Berkeley that might be relevant for recruiting, etc.
- Serve as the liaison with Admissions and the Athletic Study Center to complete evaluations of transfer prospective student-athletes. Work with the Director of Athletic Eligibility to complete transfer academic certifications.
- Assist with pre-enrollment items and notifying coaches of items that incoming student-athletes must submit to the University and NCAA Eligibility Center to receive clearance, etc.
- Plan, organize, and run Department wide recruiting events for all 30 sports (i.e. multi-sport recruit tailgates). Coordinate facility use, order catering, plan speakers/events, etc.
- Other, including professional development and providing annual reports & program evaluations.

## Required Qualifications

- Thorough knowledge of NCAA eligibility legislation, specifically legislation related to initial eligibility and transfer eligibility.
- Previous experience within recruiting or admissions on a Division I campus, preferably within an Intercollegiate Athletics department.
- Must maintain current knowledge of applicable rules and regulations of the conference, the NCAA, as well as other associations and agencies to which the Berkeley campus of the University of California adheres.
- Thorough and comprehensive knowledge of academic programs, including curricula, admissions

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requirements, and financial aid programs, at colleges / universities and specifically at UC, and / or specific colleges and schools.

- Strong communication skills (written and verbal), interpersonal skills, and ability to maintain good working relationships with coaches, students, and other staff members.
- Ability to maintain confidentiality.
- Demonstrated strong attention to detail.
- Thorough knowledge and experience working with a diverse student population.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Ability to develop recruitment programs, and design effective materials.
- 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 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 salary range that the University reasonably expects to pay for this position is \$65,000 - \$75,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### How to Apply

To apply, please submit your resume and cover letter.



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### 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 email** address in the **Specific Referral Source** field. Please enter only one name and email.

### 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.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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### **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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