<table>
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<tr>
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<th>Job Family</th>
<th>Job Function</th>
<th>Job Summary</th>
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<tbody>
<tr>
<td>Management</td>
<td>Sports and Recreation</td>
<td>Intercollegiate Athletics</td>
<td>Involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration and travel.</td>
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### Athletics Manager 1
- **Job Level:** Manager 1
- **Job Title:** Athletics Manager 1
- **Job Code:** 0334
- **Tracking Code:** A0624
- **Per. Program:** MSP
- **FLSA:** Exempt

Spends the majority of time (50% or more) developing, promoting and supporting the operational and strategic aspects of intercollegiate athletic programs. Interacts with subordinate managers and functional peer managers. Has frequent external contact. Provides supervision and guidance to staff. Oversees department activities to achieve defined internal controls. Manages systems and procedures to protect departmental assets. Establishes operational objectives for specific support functions and delegates assignments to subordinate managers. Senior management reviews objectives to determine success of operation. Involved in developing, modifying and executing campus policies that affect immediate operations(s) and may also have campus-wide effect.

### Athletics Manager 2
- **Job Level:** Manager 2
- **Job Title:** Athletics Manager 2
- **Job Code:** 0335
- **Tracking Code:** A0623
- **Per. Program:** MSP
- **FLSA:** Exempt

Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact. Functions as Athletic Director with overall responsibility for all intercollegiate athletics staff, facilities and activities for non-Division 1 programs, OR directs business operations, facilities, game management, capital projects, sport management or other major administrative function(s) for Division 1 program. Participates with other senior managers to establish strategic plans and objectives. Makes final decisions on administrative or operational matters and ensures effective achievement of operational objectives.

### Athletics Manager 3
- **Job Level:** Manager 3
- **Job Title:** Athletics Manager 3
- **Job Code:** 0336
- **Tracking Code:** A0622
- **Per. Program:** MSP
- **FLSA:** Exempt

Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets. Functions as Athletic Director with overall responsibility for the direction and oversight of all intercollegiate athletics staff, facilities and activities for Division 1 programs. Develops athletics policies and authorizes their implementation. Recognized as an influential leader.

### Athletics Manager 4
- **Job Level:** Manager 4
- **Job Title:** Athletics Manager 4
- **Job Code:** 0337
- **Tracking Code:** A0621
- **Per. Program:** MSP
- **FLSA:** Exempt

Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.
**Job Family**
Sports and Recreation

**Job Summary**
Involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration and travel.

**Job Level**
Manager 1  
Manager 2  
Manager 3  
Manager 4

**Category**
Management

**Job Function**
Intercollegiate Athletics

<table>
<thead>
<tr>
<th>Key Resp 03</th>
<th>Administers and monitors budget.</th>
<th>Plans and coordinates programs and policy.</th>
<th>Administers and manages the athletic department's budget and fiscal operations, including the ticket office.</th>
<th>Provides strategic direction and establishes short- and long-term planning and goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Resp 04</td>
<td>Participates in planning and coordination of programs and policy.</td>
<td>Coordinates programs with campus admissions, financial aid and student affairs departments to facilitate student athlete services.</td>
<td>Develops department policies and procedures to support operational objectives.</td>
<td>Represents department on campus committees.</td>
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<tr>
<td>Key Resp 05</td>
<td>Coordinates travel for events and tournaments.</td>
<td>Coordinates compliance programs, student services and information systems units.</td>
<td>May oversee department fundraising activities.</td>
<td>Oversees department fundraising activities.</td>
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<tr>
<td>Key Resp 06</td>
<td>Responsible for scheduling and planning locations for these events.</td>
<td>Coordinates education programs for boosters and departmental staff.</td>
<td>May represent campus on external athletic committees.</td>
<td>Represents campus on external athletic committees.</td>
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<tr>
<td>Key Resp 07</td>
<td>Ensures adherence to all governing rules, university, department, conference, NCAA policies and procedures, including student-athlete benefits.</td>
<td>Ensures adherence to all governing rules, university, department, conference, NCAA policies and procedures, including student-athlete benefits.</td>
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<tr>
<td>Key Resp 08</td>
<td>May participate in public relations activities as authorized.</td>
<td>Participates in public relations activities as authorized.</td>
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<tr>
<td>Key Resp 09</td>
<td>Collaborates with administrative departments on the recruitment and retention of student athletes.</td>
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<td>Key Resp 10</td>
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<td>Key Resp 15</td>
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**Education 1**
Bachelor's degree in related area and / or equivalent experience / training with a college-level program.

**License 1**

**Education 2**

**License 2**

**License 3**

**License 4**

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**License 6**

**License 7**

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**License 100**
**Job Summary**
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<th>KSA 01</th>
<th>Strong interpersonal skills and ability to work effectively with a diverse client group.</th>
<th>Strong leadership abilities and interpersonal skills to work effectively with a diverse client and peer group.</th>
<th>Strong leadership abilities and interpersonal skills to work effectively with a diverse client and high level management group.</th>
<th>Outstanding leadership abilities and interpersonal skills to work effectively with a diverse client and high level management group.</th>
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<td>Ability to multi-task effectively; demonstrates sound judgment and decision-making; is an effective problem solver and effectively communicates verbally and in writing.</td>
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<td>KSA 03</td>
<td>Functional knowledge of the intercollegiate athletics function.</td>
<td>Advanced knowledge of the intercollegiate athletics function.</td>
<td>Advanced knowledge of the intercollegiate athletics function and areas of operations.</td>
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<td>Must maintain current knowledge of applicable rules and standards of the affiliated athletic conference, the National Collegiate Athletic Association (NCAA) or National Association of Intercollegiate Athletics (NAIA), as well as other associations and agencies to which the campus adheres, and, at all times avoid any and all violations of these rules and standards.</td>
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<td>KSA 05</td>
<td>Intermediate computer application skills in programs relevant to job duties</td>
<td>Ability to present programs and teams to the media in a positive manner.</td>
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<td>Strong personnel and fiscal management skills required.</td>
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