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## Auburn University Job Description

Job Title: **Asst Mgr, Athletics Equipment**

Job Family: No Family

Job Code: **BA33**

Grade AT05: \$39,500 - \$63,200

FLSA status: Exempt

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### Job Summary

The Athletics Equipment Assistant Manager is responsible for coordinating the operation of the equipment room, which includes the purchase, issuance, and maintenance of apparel and equipment. Responsible for monitoring athletics apparel and equipment budgets. Responsible for identifying and evaluating relevant equipment safety technology advancements, available modalities, quality standards, and recovery apparel to optimize student-athletes' safety.

### Essential Functions

1. Executes maintenance of apparel and equipment, which includes but is not limited to laundry, repair, and general care. Maintains Hygiene standards according to Occupational Safety and Health Administration (OSHA).
2. Procures apparel and equipment according to university policies and procedures, while adhering to allocated athletics apparel and equipment budgets.
3. Manages inventory, issuance, and maintains accurate records of issued apparel and equipment to coaches, student-athletes and support staff.
4. Properly fits equipment in accordance with manufacturer guidelines, detects equipment malfunctions, and assures necessary repairs are completed properly and in a timely manner.
5. Handles athletics equipment needs as it relates to practice and competition venues. May travel as assigned to execute equipment maintenance responsibilities.
6. Assures apparel and equipment artwork and logos are compliant according to licensing, marketing, NCAA, and SEC guidelines.
7. Identifies and evaluates relevant equipment safety technology advancements, available modalities, quality standards, and recovery apparel to optimize student-athletes' safety.
8. Performs other related duties as assigned.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.
<b>Experience (yrs.)</b>	3	Experience in purchasing, maintaining, and stocking athletic equipment.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

### Minimum Required Knowledge

Knowledge of sports equipment and protective gear needs and uses related to student athletics. Knowledge of all NCAA and SEC policies and guidelines along with university compliance policies to ensure all compliance, licensing, and marketing regulations are followed. Knowledge and keep up to date on concussion prevention and technology.

### Certification or Licensure Requirements

Athletic Equipment Managers Association (AEMA) certification required or must be obtained within the first year of employment.

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## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/16/2023

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