
Auburn University Job Description

Job Title:	Asst Mgr, Equipment	Job Family:	No Family
Job Code:	BA33	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Responsible for coordinating the operation of the equipment room, developing the budget and coordinating the purchase, issuance, use, and maintenance of equipment and apparel.

Essential Functions

1. Purchases and maintains athletic equipment and apparel.
2. Supervises issuance of equipment to student athletes.
3. Develops and adheres to budgets for athletic equipment and apparel.
4. Assists in the management of daily operations of the athletic equipment room.
5. Supervises all athletic equipment related issues during practices, home, and away games.
6. May assist coaching staff in recruiting process of student athletes.
7. 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>
Education	Four-year college degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.
Experience (yrs.)	2	Experience in purchasing, maintaining, and stocking athletic equipment

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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.

Certification or Licensure Requirements

None Required.

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: 11/9/2011
