Auburn University Job Description

Job Title: Asst Mgr, Athletics Equipment
Job Code: BA33
FLSA status: Exempt

Job Summary
The Athletics Equipment Assistant Manager is responsible for coordinating the operation of the equipment room, developing the budget and coordinating the purchase, issuance, use, and maintenance of equipment and apparel. Identifies and investigates all technology advancements, available modalities, and quality standards in order to advise sports medicine and sports performance professionals on the latest concussion prevention technologies and recovery apparel available, which includes but is not limited to collaborating with sports medicine to develop new protective analytic equipment to monitor athlete safety like the 3D avatar scanner. Prepares, reviews, and manages all of the athletic equipment and apparel budgets for Auburn University's 21 sports teams.

Essential Functions

1. Monitors daily maintenance of equipment, which includes laundering, repair, and general upkeep of equipment for Auburn University's 21 sports teams. Monitors issuance of uniforms to team, coaches, or individual athletes; maintains accurate records and files regarding equipment checkout. Maintains the laundry services according to Occupational Safety and Health Administration (OSHA) standards for sports performance, sports medicine, facilities, and all 21 athletic teams.

2. Investigates all technology advancements, available modalities, and quality standards to order apparel and manages inventory across all athletic equipment rooms with the help of an RFID system.

3. Advises staff in health and safety equipment requirements. To optimize each athlete’s safety, the Assistant Manager properly fits equipment according to all manufacturers’ guidelines, detects equipment malfunctions, and assures necessary repairs are completed in a timely manner, and maintains sanitized equipment, uniforms, and apparel according to industry requirements. Keeps up to date on concussion prevention and technology.

4. Assists with budget development for individual athletic programs. Develops and adheres to budgets for athletic equipment and apparel.

5. Coordinates the preparation of facilities for inter-collegiate athletic team practices and contests.

6. Performs minor repairs and preventative maintenance and/or arranges for repairs of equipment maintenance machines.

7. Supervises all athletic equipment related issues during practices, home, and away games. Travels to athletic games as assigned to perform equipment maintenance responsibilities.

8. Oversees licensing and marketing of all athletic apparel.

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
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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.
Auburn University Job Description

Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.</td>
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<tr>
<td>Experience (yrs.)</td>
<td>4</td>
<td>Experience in purchasing, maintaining, and stocking athletic equipment.</td>
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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.

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: 12/8/2022