Title: Assistant Supervisor, Athletic Equipment

Essential Function

Under general supervision a designated administrator, manage and supervise athletic equipment for all Olympic Sports. Evaluate, order, repair, and maintain inventory of equipment.

Characteristic Duties

- Analyze and prepare equipment.
- Oversee purchasing of athletic equipment. Consult with coaches to establish equipment needs, and develop short- and long-term purchasing plans. Evaluate and recommend the replacement of athletic uniforms and equipment based on national safety standards.
- Negotiate with vendors and establish pricing and terms for contracts.
- Monitor proper use of University logos on athletic apparel in accordance with licensing regulations. Work with vendors and agencies to resolve logo and licensing issues.
- Supervise the issuance and storage of uniforms and equipment. Develop issuance and return schedules and schedule staffing levels. Coordinate equipment transportation.
- Supervise and train staff in maintaining proper laundry procedures. Ensure that OSHA guidelines pertaining to laundry procedures are followed. Supervise maintenance of laundry machinery.
- Represent the department at University, local and national meetings and committee.
- May provide direct supervision to non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in athletic equipment maintenance or management. Must be eligible for certification by the Athletic Equipment Managers Association.

Last updated: 1-9-07

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