AUBURN
Human Resources

Asst Mgr, Athletics Equipment

Job Description

JOB INFORMATION

Job Code	BA33
Job Description Title	Asst Mgr, Athletics Equipment
Pay Grade	AT05
Range Minimum	$43,910
33rd %	$52,690
Range Midpoint	$57,080
67th %	$61,480
Range Maximum	$70,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	4/14/2025 3:14:14 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Equipment

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.

RESPONSIBILITIES

- 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).
- Procures apparel and equipment according to university policies and procedures, while adhering to allocated athletics apparel and equipment budgets.
- Manages inventory, issuance, and maintains accurate records of issued apparel and equipment to coaches, student-athletes and support staff.
- Properly fits equipment in accordance with manufacturer guidelines, detects equipment malfunctions, and assures necessary repairs are completed properly and in a timely manner.
- Handles athletics equipment needs as it relates to practice and competition venues. May travel as assigned to execute equipment maintenance responsibilities.
- Assures apparel and equipment artwork and logos are compliant according to licensing, marketing, NCAA, and SEC guidelines.
- Identifies and evaluates relevant equipment safety technology advancements, available modalities, quality standards, and recovery apparel to optimize student-athletes’ safety.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.	and	3 years of	Experience in purchasing, maintaining, and stocking athletic equipment.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Athletic Equipment Managers Association (AEMA) certification required or must be obtained	within 2 Years	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting					X	
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.