AUBURN
Human Resources

Dir, Equipment Operations - Olympic Sports

Job Description

JOB INFORMATION

Job Code	BA77
Job Description Title	Dir, Equipment Operations - Olympic Sports
Pay Grade	AT07
Range Minimum	$55,920
33rd %	$68,970
Range Midpoint	$75,490
67th %	$82,020
Range Maximum	$95,070
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/17/2025 3:09:16 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Equipment

JOB SUMMARY

Provides operational leadership and oversight for equipment management across all Olympic intercollegiate sports and designated administrative units, ensuring athletes and staff are fully equipped and supported for both practice and competition. Ensures full compliance with NCAA, SEC, NOCSAE, OSHA, and university standards while overseeing outfitting, inventory control, logistics, budgeting, and staff development. Leads a team of equipment professionals, fostering excellence through structured training, performance evaluation, and leadership growth. Works in close collaboration with the Director of Football Equipment to co-manage and advance the overall mission of the Equipment Department. This role is instrumental in supporting the competitive success of Olympic sports and upholding the university's commitment to operational excellence in athletics.

RESPONSIBILITIES

- Oversees equipment operations for Olympic sports, ensuring all athletic gear, uniforms, and repair equipment are properly maintained and fully compliant with NCAA, SEC, NOCSAE, OSHA, and university standards. Responsibilities include inventory management, distribution, maintenance, and regulatory compliance to support the program’s operational excellence.
- Oversees outfitting for Olympic sports practices and competitions; coordinates equipment transportation for away games.
- Develops and manages equipment budgets, overseeing the procurement and replacement of gear in alignment with institutional and regulatory standards. Administers the Olympic sports financial planning for equipment and collaborates on department-wide budget management to ensure fiscal responsibility and operational efficiency.
- Maintains comprehensive Olympic sports inventory; establishes and enforces policies for equipment issuance, maintenance, and storage.
- Ensures proper fitting of Olympic sports equipment; collaborates with coaches to assess needs and recommend replacements based on safety standards.
- Brand & Licensing Oversight: Ensures proper use of university logos and branding on athletic apparel, resolving licensing issues with internal and external partners.
- Leads department staff, including hiring, training, and evaluations. Oversees student manager programs across multiple sports and support units (Football, Baseball, Soccer, Track & Field; along with Sports Medicine and Nutrition Students). Prioritizes the intentional development of Olympic sports equipment staff through a focus on service, teamwork, sound decision-making, and effective communication.

RESPONSIBILITIES

- Manages athletic department shipping, receiving, and mail services, ensuring timely and efficient handling of all equipment-related logistics. Manages associated budgets to support operational needs and maintain compliance with departmental standards.
- Leads Nike vendor management for Olympic sports, including booking orders, allotment planning, and strategic purchasing decisions aligned with team-specific needs. Administers the Nike Elite program, managing website operations, budget allocations, and year-end closeout processes. Collaborates with the Director of Football Equipment Operations to coordinate budgeting, resource allocation, and financial reconciliation. Works closely with senior leadership and the business office to ensure alignment with institutional financial and operational objectives.
- Reviews student-athlete revenue share lists monthly and enforces objective criteria for payment withholdings, confirming compliance.
- Serves as departmental representative at university, local, and national meetings and committees.
- Serves as the primary contact with the SEC Office regarding Olympic sport equipment rule changes.
- Supports Olympic sports strategic priorities such as recruiting events, equipment room tours, and departmental projects. Collaborates with Athletics Leadership on broader administrative needs and initiatives.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	with no specific discipline.	and	5 years of	experience in equipment management operations for collegiate or professional sports teams.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of sports equipment and apparel, repair, care, and operations of equipment, and uses related to student athletics.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Athletics Equipment Managers Association (AEMA) certification	Upon Hire	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	
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.

Travel Requirements:

None Required; In-State; Domestic; International