**Athletic Equipment Manager Standard Job Description**

**Classification Title:** Athletic Equipment Manager

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Equipment Manager, under general direction, maintains complete oversight of athletic equipment and apparel purchases for intercollegiate sports. Oversees all phases of business contracts as they pertain to athletic equipment and apparel. Performs all duties consistent with the management of a major NCAA Division I Athletic program, including sizing, issuing, maintaining and performing inventory of all equipment. Responsible for preparing, reviewing, and managing all the athletic equipment and apparel budgets for Texas A&M Athletics.

**Essential Duties and Tasks:**

**50%: Sport Specific Equipment Management/Supervision**

Supervises and coordinates equipment staff, schedules, and time sheets. Oversees student manager scheduling and trains all staff in purchasing, inventory control, fitting, laundry service, and health and safety practices. Manages equipment and apparel needs for daily practices, workouts, and away competitions. Ensures proper fitting and operation of equipment, assists with recruiting activities, and maintains security of sport areas. Supplies game day officials with necessary items and ensures adherence to health and safety guidelines. Operates in the best interests of Texas A&M University and Athletics, maintaining relationships with coaches, staff, and student athletes. Advises on the latest concussion prevention technologies and recovery apparel. Requires use of a University vehicle.

**40%: Equipment Operations**

Oversees ordering, operation, and maintenance of all sport-related equipment and apparel. Coordinates annual order sessions and meetings with Athletic Department staff, coaches, and business representatives. Maintains oversight of orders, verifies accuracy, and manages budgets. Monitors equipment for maintenance and repair, coordinates laundry services, and verifies deliveries. Renews multi-year purchase orders and serves as the primary liaison for design approval, ordering, shipping, and receiving. Oversees uniform design to ensure compliance with Texas A&M branding. Duties require the use of a University vehicle.

**10%: Compliance**

Maintains continual and thorough familiarity with all applicable NCAA, Southeastern Conference and Texas A&M University rules and regulations. This position works to establish and ensure communication and enforcement of rules and regulations for all staff members and student workers supervised. Compliance is a shared responsibility.

**20% Duty Title** (for the department’s use)

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Qualifications:**

**Required Education & Experience:**

Bachelor’s degree or equivalent combination of education and experience

5 years of athletics equipment management, collegiate or professional.

**Required Licenses and Certifications:**

AEMA certification required.

**Required Special Knowledge, Skills, and Abilities:**

Knowledge of football equipment (sizing, inventory).

Ability to multitask and work cooperatively with others.

Current knowledge of concussion prevention/technology.

Ability to balance/maintain a budget.

Ability to communicate/maintain relationships with vendors.

Ability to develop new technologies, guidelines, and policies.

Advanced logistics skills for proper transportation, maintenance, and ordering of equipment/apparel.

**Preferred Qualifications:**

Bachelor’s degree in sports management, sports administration, business administration, management.

Masters Degree

**Machines and Equipment:**

Computer 20 hrs

Gator Utility Vehicle: 2 hrs

Van: 2 hrs

**Other Requirements or Other Factors:**

Working nights, weekends, and holidays as required to complete assigned tasks.

Incumbent will be expected to perform literature review and continuing education sufficient to maintain professional licenses and certifications.

**Preferred Other Factors:**

Team travel required with assigned sport.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**