**Assistant Athletic Equipment Manager Standard Job Description**

**Classification Title:** Assistant Athletic Equipment Manager

**Job Family:** Athletics / Recreation

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Assistant Athletic Equipment Manager is responsible for assisting the Athletic Equipment Manager with the management of the apparel and equipment of the assigned Division I sports program(s).

**Essential Duties and Tasks:**

**25%: Inventory**

Inventory control and ACS management for assigned sport(s).

Assist directly with inventory management for assigned Sports at the direction of the Head Coach or designee.

Assist with apparel/footwear storage and Issue for assigned sports.

Assist Athletic Equipment Manager with placing orders through the Athletic Business Office and direct to manufactures for assigned Sports.

**45%: Apparel/Uniforms**

Assist directly with apparel issue for assigned sport(s) at the direction of the Head Coach or designee (no travel or practice/meet responsibilities).

Assist with apparel/footwear storage and Issue for assigned Sports.

**15%: Supervises**

Assist in supervision of student workers.

**10%: Away Game Preparation**

Pack for road trips with the assistance of student managers.

**5%: Compliance**

Maintains continual and thorough familiarity with all applicable NCAA, Conference and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.

**20% Manager’s Discretion.**

**Qualifications:**

**Required Education & Experience:**

Bachelor’s degree or equivalent combination of education and experience.

Some athletic equipment managing experience

**Required Licenses and Certifications:**

None.

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

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

1 year collegiate or professional team equipment management.

AEMA Certified preferred.

**Machines and Equipment:**

Computer 5 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**