

The University of Texas at San Antonio

Job Description

Job Title: Assistant Equipment Manager
Code: 13009
Salary Grade: 55
FLSA Status: Exempt
Department/Division: Intercollegiate Athletics
Reports To: Equipment Manager

Summary

Function:

To assist in the overall management, oversight and supervision of the daily operations related to equipment associated with the UTSA Athletic program.

Scope:

Responsible for assisting in the storing, issuing and maintaining of equipment, supplies and clothing associated with the athletic program.

Duties

Typical:

1. Assist in the process to develop, maintain and enforce the procedures pertaining to the overall operation and safeguarding of assets of the equipment room(s) with the athletic departments.
2. Daily laundry needs for student athletes and coaches.
3. Quality control of day-to-day student manager responsibilities: including keeping up with class schedules, coordinating practice and game assignments.
4. Work directly with the Head of Athletics Equipment Operations in coordinating team equipment requests to ensure proper sizing and fitting of the athletes.
5. Responsible for assisting in the oversight of the storage, preservation, shipping and reconditioning of all equipment.
6. Provide constant communication with coaching staff to assure needs and assignments for practice are met.
7. Assists in game day preparations for both home and away UTSA football games.
8. Conduct bi-weekly meetings with assigned UTSA sports to communicate needs to head equipment manager.
9. Foster, build and maintain relationships with vendors and sporting goods companies.
10. Support head coaches in procurement activities to ensure necessary stock levels of equipment.

Periodic:

1. Assist in the coordination of the transportation and packing of equipment, uniforms and supplies to both home and away from home competitions and practices.
2. Assist in annual apparel and footwear purchase order by proving insight and inventory needs for the upcoming year.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Must adhere to all federal and state laws and university policies and procedures.	Experience with Adidas B2B purchasing website.
Must adhere to all NCAA and Conference USA rules and report any known compliance violations. Knowledge of NCAA regulations as it pertains to this position.	Experience with FR Trac inventory Software system or similar software system.
Knowledge of and ability to interpret and apply University policies, procedures, principles and practices.	

Experience

Required	Preferred
One year experience managing equipment in college or professional sports.	N/A

Equipment

Required	Possible
Equipment related to athletics. Normal office machines.	N/A

Working Conditions

Usual	Special
Frequent evening and weekend hours will be required.	Occasional weekend travel required.

Supervision

Received	Given
General supervision from supervisor.	General supervision to assigned student workers

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.