



**USC** University of  
Southern California

## Coordinator, Athletic Equipment Job Description

### JOB INFORMATION

<i>Job Code:</i>	131166
<i>Job Title:</i>	Coordinator, Athletic Equipment
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Supports day-to-day equipment and apparel services and operations for one or more assigned university sports program. Serves as a department liaison and assists with inventory management, maintenance, loading/unloading items, and the transportation of athletics equipment and apparel goods.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Two years of experience working in a college or professional equipment room.
X		Ability to adjust to unique situations and scenarios often associated with sporting events.
X		Demonstrated organization and interpersonal skills.
X		Ability to communicate with university employees, vendors, and student-athletes.
X		Ability to prioritize tasks properly as they present themselves and be proactive to address concerns as or before they arise.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Working knowledge of proper general accounting, procurement, and receiving principles and procedures.
X		Understanding of, and experience with, proper record keeping practices including inventory maintenance.
X		Ability to properly fit equipment in accordance to manufacturer recommendations and the guidelines in place by the NCAA, AEMA, and other governing bodies.
X		Demonstrated knowledge of equipment and apparel maintenance and repair techniques in accordance to manufacturer specifications and the NCAA.

## Other Job Factors

- May require work and travel on weekends, evenings, and/or holidays, based on business necessity.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides equipment and apparel services to support University intercollegiate sports and student-athletes, supporting day-to-day operations. Retrieves and distributes goods to/from appropriate departments, contacts staff for pick-up, and prepares and completes laundry cycles for assigned sports in timely manner. Serves as a point-of-contact for equipment and apparel needs for an assigned sport.				
Supports equipment intake, inventory management, and distribution, and transport for assigned sports. Retrieves and distributes goods to and from appropriate departments and contacts staff for pick-up. May generate purchase orders to acquire athletic and sports equipment as required. Maintains accurate records and files regarding equipment check-out. Receives items from local vendors and those shipped to USC Athletics, and prepares them for distribution by stamping names or numbers on equipment in order to track it. Stores sporting equipment appropriately when not in use and assists with fitting athletic equipment and apparel to individual athletes as required.				
Supports apparel inventory, tracking, and storage, and distribution. Responsible for executing laundry services and support for teams, preparing and completing laundry cycles for assigned sports in timely manner. Maintains promotional apparel display walls as required.				
Assists with packing and unloading of equipment as well as locker-room and practice field set-ups and break-downs on and off campus. Serves as the primary contact for on-field needs for team games and practices and provides technical equipment assistance (ball machines, loud speakers, scoreboard, etc.). Supports equipment and apparel inventory management.				
May travel to athletic games as assigned to perform equipment maintenance responsibilities. Attends national training seminars and conferences on techniques and advancements in athletic equipment. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____ Print Employee Name	_____ Signature	_____ Date
_____ Print Manager Name	_____ Signature	_____ Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.