



## JOB INFORMATION

<i>Job Code:</i>	131168
<i>Job Title:</i>	Manager, Athletic Equipment
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	5 Manager

## JOB SUMMARY

Oversees equipment and apparel services and operations for one or more assigned sports programs. Manages and develops staff and assigned budgets, interprets and administers contracts, and supervises all activities related to acquisition, maintenance, storage, and distribution of equipment and apparel. Responsible for adhering to equipment safety standards and maintaining inventory records for all assigned athletic teams.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master'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		5 years	managing college or professional equipment
	X	10 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		Ability to adjust to unique situations and scenarios often associated with sporting events.
X		Strong organization and Interpersonal skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional 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.
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		Strong knowledge of equipment and apparel maintenance and repair techniques in accordance to manufacturer specifications and the NCAA.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certification by the Athletic Equipment Managers Association.

## 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
Manages and develops athletic equipment staff. Serves as a point-of-contact for all sports. Oversees the coordination and execution of day-to-day activities and the delivery of services, and ensures the preparation of facilities for team practices, games, and events as it relates to equipment and apparel. Formulates and implements policies to optimize operations.				
Manages equipment inventory for teams as assigned. Establishes, maintains, and reconciles equipment inventories, and oversees the maintenance of all inventory management records. Determines needs and generates purchase orders to acquire athletic and sports equipment according to department procedures. Oversees equipment shipping and receiving, and checks equipment upon delivery to verify receipt. Effectively communicates with assigned head and assistant coaches to certify all athletic equipment complies with applicable safety regulations. Independently researches and determines if new safety protocols and equipment modifications should be implemented. Reviews equipment fitting protocols and implements appropriate changes.				
Manages team apparel and uniform acquisition, maintenance, and distribution, monitoring issuance of uniforms to teams, coaches, and individual athletes. Works closely with assigned coaches, advising them with respect to the purchase, issue, and return of all athletic equipment. Serves as the primary point-of-contact for inventory system vendors, working directly with representatives from vendor companies to research, select, and purchase necessary clothing and equipment for sport teams and to resolve issues. Leads custom apparel production, working with teams leadership, marketing departments, and approved external vendors to personalize team-issued items and accessories. Oversees inventory management and maintenance and troubleshoots and educates staff on inventory software. Organizes and executes mass-team issuance of equipment and apparel and service daily needs upon request. Supports marketing and promotional efforts as required (e.g., photo shoots).				
Makes final decisions with respect to specific team uniforms, equipment and apparel, ensuring all equipment and apparel comply with applicable University trademarks, NCAA and conference rules, regulations and operations. Prepares and monitors budgets for equipment and apparel budgets as assigned. Interprets and administers apparel and equipment contracts. Provides reporting for annual staff taxation documentation and for department audits. Ensures teams stay within equipment budgets and receive additional funding approval as necessary. Organizes various presentations as required.				
Organizes staff training. Responds to inquiries and requests from members of senior staff and donors. Supports post-season awards and special recognition				

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
coordination for assigned teams. Serves as an athletics equipment and apparel subject matter expert (SME). Travels 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**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.