



JOB INFORMATION

<i>Job Code:</i>	131167
<i>Job Title:</i>	Specialist, Athletic Equipment
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee 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>	7 Individual Contributor

JOB SUMMARY

Assists in the daily management of equipment and apparel services and operations for one or more assigned sports program, (e.g., acquisition, tracking, storage, maintenance, and distribution). Serves as an athletics equipment and apparel subject matter expert. Coordinates apparel laundry services, performs minor repairs and preventative maintenance, and oversees transportation of athletic equipment and apparel for athletic practices and competition.

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		4 years	And
X		3 years	working in a college or professional equipment room
	X	5 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		Demonstrated organization and interpersonal skills.
X		Ability to communicate with university employees, vendors, and student-athletes.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
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		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
Assists in the delivery of equipment and apparel services for assigned teams. Serves as lead point-of-contact for equipment and apparel needs for an assigned sport. Supports athletics equipment manager and day-to-day equipment and apparel operations as required. Oversees and coordinates the work of student managers and supports the monitoring of assigned budgets.				
Monitors and maintains responsibility for daily maintenance of equipment, (e.g., cleaning, repair, and general upkeep). Determines needs and generates purchase orders to acquire athletic and sports equipment according to department procedures for assigned sport. Supervises and accounts for the issue, return, storage, and maintenance of athletic equipment as assigned. Supports equipment shipping and receiving efforts, checking equipment upon delivery to verify receipt. Performs minor repairs and preventative maintenance and/or arranges for repairs of equipment maintenance machines. Coordinates transportation and physical setup of equipment as required. Provides consultation to coaching staff and athletes on the use of equipment, analyzes equipment needs, and advises on equipment trends and improvements.				
Responsible for safely outfitting student-athletes for practice and competitions. Maintains a thorough inventory of all apparel and clothing goods. Manages size runs, quantities, and allotment value for each sport. Verifies item receipts, handles returns processing, prepares inventory updates, and coordinates distribution. Ensures that all uniforms and related apparel are maintained in a clean and serviceable condition. Maintains relationships with laundry service vendors and leads all sports laundry needs, coordinating laundry services to implement processes for all practice, game clothing, and uniforms. Provides apparel and accessories as needed for on-campus visits by prospective student-athletes and manages promotional apparel display walls as required.				
Helps to coordinate the preparation of facilities for team practices, games, and events as it relates to equipment and apparel. Coordinates daily locker-room and practice field set-ups and break-downs, and schedules practice and field equipment installation, maintenance, and replacement as required. Schedules uniform and equipment distribution and retrieval at practices and on game days. Receives equipment and apparel orders, labeling and storing as necessary. Supports equipment and apparel inventory management.				
Supports post-season awards and special recognition 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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			

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.