



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	<b>Equipment Manager</b>
<b>Department:</b>	<b>Athletics</b>
<b>Reports To:</b>	<b>Athletic Director</b>

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

#### ***General Function (Description):***

Develops, plans and organizes programs for maintaining and purchasing athletic equipment for all university sport teams. Prepares and monitors athletic equipment budgets.

#### ***Examples of Duties and Responsibilities:***

- Monitors the activities of subordinates.
- Prepares and monitors annual budgets for university athletic teams; forecasts equipment needs, various supplies and travel expenses.
- Coordinates with coaches to determine team's equipment needs and variations or design of new uniforms.
- Selects vendors and purchases sporting equipment and uniforms.
- Administers policies and procedures for department.
- Establishes the schedule of activity related to preparation of facilities for intercollegiate team practices and contests.
- Attends or schedules staff to attend all home athletic events and travels with athletic teams to "away" competition; ensures all equipments needs are met at sporting event.
- Maintains inventory of all sporting equipment and supplies.
- Fits or monitors fitting of athletic equipment to ensure athletes receive appropriate equipment.
- Performs other program management duties related to athletic teams such as coordinating sport camps.

#### ***Knowledge, Skills and Abilities:***

- Knowledge of sports equipment and facility needs.
- Knowledge of supervisory practices and principles.
- Ability to effectively communicate.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

***Minimum Hiring Standards:***

<b>Education</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in Business Administration or related field AND three years in management of athletic equipment experience which includes one year supervisory experience; OR,</li> </ul>
<b>Years of Experience</b>	<ul style="list-style-type: none"> <li>Three years experience in management of athletic equipment which includes one year supervisory experience; OR,</li> </ul>
<b>Years of Management/Supervisor Experience</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*

In Process