Definition of Class
The incumbent in this position is responsible for maintaining proper inventory of uniforms and equipment for all sports and ensuring that equipment is set up properly for practice and games. The incumbent reports to the Assistant Director Equipment Operations and IPF Services.

Examples of Work Performed
Maintains proper inventory of athletic equipment for designated sports practices and games, including placing orders, making repairs, coordinating loading and unloading equipment for practice and contests on the road, and setting up equipment for practices and games on campus. Meets and converses with coaches about their needs, and gathers feedback from players and coaches on the quality and use of equipment.

Checks equipment for accuracy and quality upon delivery; oversees the daily distribution of equipment to student-athletes; supervises the routine maintenance of equipment to ensure the quality and durability; makes recommendations regarding purchasing equipment due to depleted inventory and damaged equipment.

Monitors and updates records of all student-athletes within designated sports along with coaches regarding their equipment sizes and other important inventory information on a daily basis. Communicates with the training room periodically on special equipment needs that athletes may need due to injuries.

Oversees maintenance and upkeep of athletic training facilities, including reporting any problems or damages to the Center to the proper authorities.

Assists with the screening of potential applicants for the student manager positions; assigns work schedules for student managers for practices and games; trains student managers and other personnel on the use of equipment and machinery; monitors and evaluates student managers performance; and recommends distribution of scholarships to student managers based on merit and academic standing.

Assists in selecting manufacturer for the purchase of athletic equipment, facility equipment, and facility maintenance needs.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains proper inventory of athletic equipment for all designated sports practices and games.
2. Directs and assigns work schedules for student employees.
3. Assists in maintaining equipment sizes and records for players for designated sports.
4. Organizes transportation of equipment and facility use at other sites.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to lift or carry, stand, and walk. The incumbent is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch or bend; and climb or balance.

Experience/Educational Requirements:

   Education:
   Graduation from a standard four-year high school or equivalent (GED).

   AND

   Experience:
   Three (3) years of experience related to the above described duties.

   AND

   Certification:
   Must be eligible for certification with the Athletic Equipment Manager Association (AEMA) within 24 months of service.

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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