Job Title: Athletics Equipment Manager

BCAT Code: 09JX44
Pay Grade: G13
FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Performs administrative work typically involving the purchasing, inventory, maintenance and distribution of all equipment, uniforms, apparel, and awards for the Athletics Department.

Examples of Duties
- Manages the entire equipment operations budget.
- Maintains up-to-date inventory.
- Determines requirements and specifications for all Athletics department equipment, uniforms, apparel, and awards.
- Sets up laundry schedules and procedures.
- Keeps all equipment and storage areas clean and ready for use.
- Organizes and administers travel plans for equipment to and from away games.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University purchasing requirements.
- Knowledge of athletic purchasing cycles.
- Knowledge of National Collegiate Athletic Association (NCAA) guidelines as related to equipment.
- Ability to obtain Athletic Equipment Manager’s Association (AEMA) certification.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.