



Athletic Equipment Coordinator

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| Recruitment #: | S2316 |
| Review Date: | Immediate review Open until filled |
| Department: | Athletics |
| Salary Rate: | \$3,140 - \$4,733 [Salary Rate Steps] |

Position Summary:

The Athletic Equipment Coordinator will be responsible for the operations of two equipment rooms and provide service to all teams. This includes managing inventory including conducting a year-end inventory report, issuing gear, fitting protective equipment, providing laundry services for all teams, supervise student employees, manage personnel and equipment budgets, assist in the selection, pricing and ordering of equipment and uniforms, maintain and repair equipment, receive, verify and mark gear and supplies, manage equipment and uniform needs during football games, on the sidelines at home and away, assist with the organization, setup, and take down of large scale athletic events, assist, on a limited basis, with home athletic events and other related duties as assigned. Participation in NCAA Rules Education sessions is required. A close working relationship will be built with all head coaches.

Minimum Requirements:

- Two years' experience with football equipment room management/inventory or an equivalent combination of training and experience
- Experience with game-day athletic/sporting event set-ups and tear-downs
- Knowledge of sports equipment budgets, including the selection, pricing and ordering of equipment and uniforms ● Demonstrated commitment to supporting a championship experience for student-athletes on and off the playing field/court and exemplify a high standard of integrity
- Ability to work as a team member, be self-directed, and be willing to serve as good-will ambassador for Western Oregon University
- Ability to obtain AEMA certification within the first year of employment and maintain certification annually.
- Must be able to lift up to 100 lbs., climb ladder in storage room, and have manual dexterity to repair athletic equipment.
- Requires daily handling of athletic garments for student athletes
- Ability to drive state vehicles

Preferred Qualifications:

- Athletic Equipment Managers Association certifications strongly preferred
- Experience with managing student employees
- Experience maintaining university or collegiate equipment room and laundry management
- A basic understanding of NCAA rules and regulations
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds
- Ability to work and collaborate in a diverse, multicultural and inclusive setting with a willingness to change for continued improvement

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - classified
2. Resume/CV

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.