



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Athletic Equipment Coordinator	2/29/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Classified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Non-Exempt (Overtime Eligible)
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	C07150
Department/Division	Work Location
Athletics	Monmouth Campus
Reports to	Reports to Position Number
Assistant AD, Facilities and Game Operations	E99728
Incumbent	Position Number
TBD	E99516

SUMMARY
Please provide brief summary of the position.
The Athletic Equipment Coordinator will be responsible for the operations of the football equipment room and will 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 football, 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 coaching staff. This position is overtime eligible.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

40%	Football equipment maintenance, repair, and distribution	Essential
25%	Equipment/uniform management and laundry	Essential
10%	Be on site for football practice and games (home/away)	Essential
10%	Game day and practice set up/tear down	Essential
10%	Assisting with equipment and uniform ordering process	Essential
5%	Assist with other equipment and game day needs for department's 13 other sports	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AEMA certification within one year of hire date

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Football Equipment Room operations	1-2 Years	1-2 Years	

Football equipment maintenance and repair	0-6 Months	1-2 Years	
Athletics equipment ordering	6-12 Months	1-2 Years	
Game day set up/tear down	0-6 Months	6-12 Months	
Laundry management	6-12 Months	1-2 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Manage student employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to work and collaborate with diverse populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communicate with students, staff, and other university personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Basic understanding of NCAA regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Commitment to providing a safe, inclusive environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Must be able to drive state/rental vehicles
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AEMA-Must obtain within 12 months of hire date

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>

Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If Level 3 or above is selected, please list direct reports:		
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title	

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources Forms Page .	
Scope of Decisions Made:	Directed
Impact of Decision Made:	Position
Autonomy and Discretion:	Little Discretion
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	

Agency (WOU) Funding (\$):	\$
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WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input checked="" type="checkbox"/> Balancing <input type="checkbox"/> Climbing <input checked="" type="checkbox"/> Crouching/ Stooping <input checked="" type="checkbox"/> Feeling/Handling <input type="checkbox"/> Personal Protective Equipment <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input checked="" type="checkbox"/> Squatting <input type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Carrying <input type="checkbox"/> Crawling <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Keyboarding/Computer Use <input checked="" type="checkbox"/> Pulling/Pushing <input checked="" type="checkbox"/> Regular interaction with customers <input type="checkbox"/> Sitting <input checked="" type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment <input checked="" type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input checked="" type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input checked="" type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input checked="" type="checkbox"/> Weather Extremes	<input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input checked="" type="checkbox"/> Heights <input checked="" type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 100 pounds
Additional Physical Demands or Work Conditions:	Climb ladder, manual dexterity to repair equipment, drive gator
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Travels with Football program to away games

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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 and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			