



Athletic Equipment Coordinator

Recruitment #: S2433
Review Date: Immediate review | Open until filled
Department: Athletics
Salary Rate: \$3344 - \$5041 [[Salary Steps](#)]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

Position Summary:

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.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- High School Diploma or equivalent (GED)
- Drivers License and must be cleared to drive state/rental vehicles
- Experience with Football Equipment Room Operations
- Experience conducting maintenance and repair to Football equipment
- Experience with athletic equipment ordering
- Experience with Laundry management
- Ability to participate in Game day set up/tear down
- Ability to work and collaborate with diverse populations
- Ability to communicate with students, staff, and other university personnel in a professional manner
- Commitment to providing a safe, and inclusive environment

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

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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

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.

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

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.