

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Assistant Equipment Manager  
Code: 13009  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Intercollegiate Athletics  
Reports To: Equipment Manager

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## *Summary*

- Function: To assist in the overall management, oversight, and supervision of the daily operations related to equipment associated with the UTSA football program.
- Scope: Responsible for assisting in the storing, issuing and maintaining of equipment, supplies, and clothing associated with the football program.

## *Duties*

- Typical:
  1. Assist in the process to develop, maintain, and enforce the procedures pertaining to the overall operation and safeguarding of assets of the equipment room(s) with the athletic departments.
  2. Daily laundry needs for student athletes and coaches.
  3. Quality control of day to day student manager responsibilities: including keeping up with class schedules and coordinating practice and game assignments.
  4. Work directly with the Head Athletics Equipment Manager and coaching staff in coordinating team equipment requests to ensure proper sizing and fitting of the athletes
  5. Responsible for assisting in the oversight of the storage, preservation, shipping and reconditioning of all equipment.
  6. Maintain helmet safety. Responsibilities include checking hardware, reconditioning and the quality control of all practice and game helmets.
  7. Provide constant communication with football coaching staff to ensure needs and assignments for football practice are met.
- Periodic:
  1. Assist in the coordination of the transportation and packing of equipment, uniforms, and supplies to both home and away from home competitions and practices for the football team.

2. Assist in annual apparel and footwear purchase order by providing insight and inventory needs for the upcoming year.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
<p>Must adhere to all federal and state laws and university policies and procedures.</p> <p>Must adhere to all NCAA and Conference USA rules and report any known compliance violations. Knowledge of NCAA regulations as it pertains to this position.</p> <p>Knowledge of and ability to interpret and apply University policies, procedures, principles and practices.</p>	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
One year experience managing equipment in college or professional sports with emphasis in football.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Equipment related to football. Normal office machines.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Frequent evening and weekend hours will be required.	Frequent weekend travel required during football season.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from the head equipment manager.	General supervision to student workers.

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.