



Athletic Equipment Coordinator

(Athletic Equipment Coordinator)

Department: **Athletics**

Salary Range: **\$2825.00 - \$3528.00 monthly**

Class: **C0715** Recruitment #: **S1847**

Review Date: Review of applications begins **July 23, 2018** and will continue until the position is filled.

This is a regular, full-time, 12-month position in the Department of Intercollegiate Athletics department and is represented by the Oregon Public Employees Union/Service Employees International Union.

Western Oregon University is a NCAA Division II member of the Great Northwest Athletic Conference competing in 13 intercollegiate team sports for the university community. This position provides/coordinates athletic support services enabling the Department of Athletics to operate at maximum efficiency and effectiveness.

Western Oregon Athletics Mission Statement:

"The mission of the Western Oregon University Department of Intercollegiate Athletics is to provide each student-athlete with a championship experience through a commitment to academic achievement, athletic excellence, University pride, personal growth and community engagement."

QUALIFICATIONS

- A bachelor's degree
- 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.

Preferred Qualification:

- 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.

Physical Requirements:

- 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

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

ETHICAL RESPONSIBILITIES:

The employee, as a member of the Intercollegiate Athletic Department, agrees to represent the University in an honorable and ethical manner at all times, to the best of her/his abilities. Standards for ethical conduct for Athletic Department staff are established and enforced by the Athletic Director, the University, the State of Oregon, the State Board of Higher Education, the Great Northwest Athletic Conference, and the NCAA.

KEY CULTURAL COMPETENCIES:

1. Create an environment that acknowledges, encourages, and celebrates differences
2. Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds
3. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement
4. Adhere to all of WOU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct

DUTIES AND RESPONSIBILITIES:

The successful candidate 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.

WORKING CONDITIONS:

- Daily lifting of equipment, uniforms, towels, and supplies
- Ability to drive state vehicles (gator, vans, truck)
- Ability to work a flexible schedule that will include evenings and weekends including travel with the football team is required.
- Assist with security and building or property maintenance in case of natural disaster or other emergency

TO APPLY SUBMIT THE FOLLOWING:

1. WOU Classified Employment Application form available at www.wou.edu/classified
2. Cover letter that addresses each qualification of the position
3. Current Resume
4. Complete contact information for three (3) employment or professional references
5. Unofficial transcripts for the highest degree earned

Send to: S1847, Athletic Equipment Coordinator, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or e-mail as an attached document to: employment@wou.edu; or fax to: 503-838-8144. Call 503-838-8490 if you would like to have an application mailed to you.

***Western Oregon University is an EO/AA/Veteran/Disability employer
committed to increasing the diversity of its workforce.***