JOB DESCRIPTION

POSITION OVERVIEW:
The Assistant Equipment Room Supervisor will oversee all areas (in the Edmunds Center & Melching Field at Conrad Park) of Stetson University Athletic Department's equipment, laundering practice uniforms, game uniforms, game preparation, and maintain the physical appearance and hygiene of team locker rooms.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Bachelor’s degree, Master’s degree preferred; Must be certified AEMA (athletic equipment managers association) or obtain certification within 1 year of hired date, knowledge of NCAA rules and regulations; and knowledge of Division I Athletic programs; proven ability to establish and maintain effective working relationships with students, fellow employees; program boosters and the public; ability to communicate effectively with excellent interpersonal skills. The possession and maintenance of a Florida driver’s license and acceptable driving record is required. Applicants should possess a general knowledge of athletics; must have excellent communication skills, be self-motivated, must be able to handle multiple tasks simultaneously. Must be able to work evenings and weekends with extreme flexible hours, including holidays and weekends. Above average computer skills necessary and experience with Microsoft Word and Excel is strongly helpful.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Under the direction of the Equipment Room Supervisor and the Assistant Athletic Director for Operations & Facilities, the Assistant Equipment Room Supervisor primary responsibilities are as follows: day-to-day management of all equipment related activities for men’s and women’s varsity sports (including baseball, basketball and volleyball), the distribution/collection of athletic equipment/supplies, laundering, ordering, and maintenance of inventory records. This position is also responsible for set-up of athletic contests and supervision of student staff; and is required to work flexible hours, including weekends and travel to provide equipment management support for away games. Additionally, assisting the Equipment Room Supervisor or Assistant Athletic Director of Operations & Facilities on athletic game day as assigned; within policy guidelines assuming other operational duties as may be jointly agreed with Equipment Room Supervisor. Performing other duties and responsibilities assigned by Supervisor. Specifically, and without limitation, the Assistant Equipment Room Supervisor shall adhere to applicable federal and state laws, University rules and regulations and with all laws, rules and regulations (collectively the “legislation”) of the National Collegiate Athletic Association (“NCAA”) and the Atlantic Sun Conference.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three
POSITION TITLE: ASSISTANT EQUIPMENT ROOM SUPERVISOR

Professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.