JOB DESCRIPTION

POSITION TITLE: Assistant Equipment Room Manager

JOB CLASS: Staff

SUPERVISOR: Equipment Room Supervisor

CLASSIFICATION: Part Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Athletics

POSITION OVERVIEW:
Under the direction of the Equipment Room Supervisor, the Assistant Equipment Room Manager’s primary responsibilities are to assist with facility set-up of all athletic programs including but not limited to men's and women's basketball, volleyball, and, other sports as assigned.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
High School Diploma required; Bachelor’s degree preferred; 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 highly honed interpersonal skills. The possession and maintenance of a Florida driver’s license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Daily duties include washing of uniforms, distributing and collecting towels, equipment, and other game and practice items; preparing facilities for practice and games by sweeping arena floor, constructing net and stanchions, preparing media tables and chairs as well as team benches. Additionally, this individual will be responsible for assisting with the inventory control of equipment room supplies; be available to work game day events, special events going on in the Edmund Center; assisting the Assistant Director of Operations during athletic events; within policy guidelines assuming other operational duties as may be jointly agreed with the Equipment Room Supervisor and Assistant Director of Operations. Specifically, and without limitation, the Assistant 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 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.
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