

Job Level	Equipment Manager – Olympic Sports	Proj/Prog Management Level I
Oversight Received	* Position must be able to effectively communicate with head coaches and be able to suggest alternative solutions to issues/problems	<ul style="list-style-type: none"> • Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * Ensure compliance with NCAA regulations for each sport regarding when uniforms and equipment can be issued, what alterations are permitted, what restrictions apply to logo and branding size and placement, what items can be retained by athletes and what modifications, if any, can be made based on injury and/or safety concerns * Maintain AEMA certification, including on-going educational requirements, and maintain good standing with the Association * Ensure the implementation, management and maintenance of inventory control systems; track all transactions for accounting, budgeting and auditing purposes; reconcile invoices, payments and statements including allotments * Ensure that student-athletes adhere to NCAA, Conference and Departmental policies in regards to retention of equipment and apparel 	<ul style="list-style-type: none"> • May provide recommendation on analysis, project identification, design, communication, and integration for program • Identifies and escalates potential project/program hurdles and pitfalls
Interaction/ Communication	<ul style="list-style-type: none"> * Advise other constituents and customers regarding applicable regulations * Be knowledgeable of all uniform and safety restrictions and guidelines as set forth by the playing rules of each particular sport, the NCAA, the Conference and other governing bodies * Develop and maintain communication channels with all constituency groups to ensure smooth operation of the unit, including Sport Administrators, head coaches, executive staff 	<ul style="list-style-type: none"> • Single point of contact for programs, initiatives, or projects
University Impact	* Position is responsible for the management and oversight of the equipment operation for 15 men's and women's Olympic sports competing as members of NCAA DI-FBS and the Mountain West Conference.	<ul style="list-style-type: none"> • Impact of projects/programs is short term (within current year) duration • Program participation tends to be elective • Projects/programs may be sub-sets of larger institutional initiatives
Financial/ Budget Responsibility	* Be responsible for the oversight and management of over \$1.3M annually in property, equipment and uniforms including the direct purchase of equipment, goods and services	<ul style="list-style-type: none"> • Recommends and administers program budget • Program budget is small
People Management	* Position supervises the Assistant Equipment Manager/Olympic Sports in addition to student hourly and work-study positions. Supervisory duties will comprise approximately 25% of total time.	<ul style="list-style-type: none"> • May have responsibility for up to two support staff FTEs