



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: April 25, 2008
Working Title: Athletic Equipment Services Supervisor
Reporting Unit: Intercollegiate Athletics
Requisition Number: 13351
Salary Range: \$3,845 - \$5,770/month
Hiring Range: \$3,845 - \$4,326/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: May 9, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Administrative Analyst/Specialist – Exempt I
Bargaining Unit: California State University Employees Union

About the Position

Are you passionate about sports, like to travel and want to make a difference for an athletic department? If so, the Intercollegiate Athletics program at San José State University wants you! The [Intercollegiate Athletics](#) program is comprised of 16 NCAA teams that compete all throughout the U.S. The Athletic Equipment Services Supervisor will serve as the lead person for all Athletic Department equipment operations such as: oversee the procurement of all athletic equipment and apparel, ensure proper fitting and maintenance of all sports equipment and coordinate inventory, distribution and the return of equipment utilized by student-athletes. The incumbent will report directly to the Associate Athletic Director and supervise two full-time staff and five to ten students.

Responsibilities include, but are not limited to:

- Coordinates activities related to the storage and issuance of athletic clothing, uniforms and equipment to student-athletes, managers and coaches.
- Monitors daily operations of equipment room, supervises activities of locker room managers, and student assistant's work assignments.
- Performs periodic inventory, purchasing of equipment and supplies, follows-up on vendor activity such as to reconcile shipment of goods received and billings.
- Establishes an inventory budget control mechanism and forecasts anticipated costs.
- Tracks inventory on database for record keeping.
- Provides recommendations to supervisor on researched changes and adjustments needed within the equipment segment.
- Ensures adherence to all University and State policy, NCAA and WAC regulations and apparel/equipment contract terms.
- Monitors proper usage of University trademarks, colors, logos on all equipment and apparel ordered.

Qualifications

Bachelor's degree and/or equivalent training and experience plus two years experience in athletics equipment operations. Experience in a NCAA Division I-A college athletics program is preferred. Athletic Equipment Managers Association certification preferred.

The ideal candidate will possess the following knowledge, skills, and abilities:

- Knowledge of supplies, equipment and/or services ordering and inventory control.
- Knowledge of software applications: word processing, spreadsheets and database management.
- Ability to handle multiple work priorities, organize and plan work and projects.
- Have excellent written, oral and interpersonal skills.
- Strong oral communication skills, excellent customer service and public relation skills.
- Ability to learn and follow NCAA regulations.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.