

Assistant Equipment Manager (5173U) - Intercollegiate  
Athletics 69946  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238788>

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Posted Jul. 25, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Assistant Equipment Manager (5173U) - Intercollegiate Athletics 69946
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5385505">https://apptrkr.com/5385505</a>

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**Job Description**

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**Assistant Equipment Manager (5173U) - Intercollegiate Athletics 69946**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an Assistant Equipment Manager.

### Application Review Date

The First Review Date for this job is: June 19, 2024

### Responsibilities

The Assistant Equipment Manager is responsible for equipment safety standards, policy, compliance, and inventory. The Assistant Equipment Manager, under the general supervision of the Director, will assist with the overall equipment operation of the 30 Division I varsity sports to include the involvement with several Olympic programs. This position's responsibilities include: ordering, sizing, inventory,

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issuing, returning, maintenance, and monitoring all apparel and equipment for the Athletic Department. The Assistant Equipment Manager reports to the Director of Equipment and is part of a team of 7 full-time employees plus student workers.

- Independently plans, organizes, and manages the equipment needs for multiple sports.
- Serves as the main point of contact between the sports/units and the apparel/equipment that has been ordered, inventoried and assigned. Possesses the product knowledge for each sport/unit to help make apparel and equipment decisions with the coach/unit heads.
- Fit student-athletes with proper size of equipment and uniforms.
- Work closely with assigned coaches, advising them with respect to the purchase, issue, and return of all athletic equipment.
- Supervise and account for the issue, return, storage, and maintenance of the athletic equipment for assigned intercollegiate sports.
- Coordinate laundry to implement process for all practice, game clothing, and uniforms in order to support team practice and games for each assigned sport.
- Work directly with representatives from vendor companies to research, select, and purchase necessary clothing and equipment for sport teams. Also handles one-off orders on an as needed basis.
- Maintains an ordering sport-specific ordering timeline/schedule that is shared with coach/unit head to ensure transparency. Submits, tracks, and troubleshoots orders.
- Works with student and part-time workers to accomplish daily tasks. Establishes work schedules, assigns tasks, trains workers and ensures work is done in a timely fashion.
- Respond to inquiries and requests from members of senior staff and donors.

#### Required Qualifications

- Bachelor's degree or equivalent training/experience.
- Thorough knowledge of program activity and best practices.
- Thorough knowledge of AEMA best practices and methodologies.
- Problem-solving skills; multi-task, work with frequent interruptions, and effective listener.
- Highly effective verbal and written communication skills in the English language.
- Must be proficient in the use of basic computer applications.
- Customer service focused attitude and ability to work with a diverse work group
- Must be organized and have the ability to work in a fast-paced environment with rapidly changing deadlines and multiple priorities
- AEMA (Athletic Equipment Manager's Association) Certification - or must be obtained within one year of employment

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- Knowledge of applicable rules and standards of the ACC Conference, the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.

#### Preferred Qualifications

- Prior experience working in equipment for an intercollegiate athletic organization.

#### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$60,000 - \$62,000.

- This is a 100% full-time (40 hours per week), 1 year contract position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

#### How to Apply

To apply, please submit your resume and cover letter.

#### Referral Source info

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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

#### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

#### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

#### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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