

Equipment Manager Tufts University

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Posted Jun. 6, 2025, set to expire Dec. 31, 2025

Job Title	Equipment Manager
Department	Athletics
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation Athletics and Recreation Services
Job Website	https://jobs.tufts.edu/jobs/21958?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Located five miles from downtown Boston, Tufts University is a Division III member of the National Collegiate Athletic Association (NCAA) and the highly-competitive New England Small College Athletic Conference (NESCAC). Tufts students participate in 30 varsity sports, 20 club sports and a number of intramural sports. Tufts Athletics has won thirteen NCAA team championships since 2010 and has finished in the top 10 of the Learfield Sports Directors' Cup in each of the last 10 years, including winning the Director's Cup in 2021-2022 as the top Division III Athletic Department in the nation. Tufts Athletics oversees the Physical Education Department and manages all athletics facilities, including the Steve Tisch Sports & Fitness Center which opened in 2012. The Department of Athletics provides student-athletes a dynamic, transformational experience on and off the field. They experience the joy of personal growth inherent in high level competition, while cultivating lifelong connections with teammates, the Tufts community and the world around us.

What You'll Do

Develops, implements and evaluates brand management and equipment strategies, as well as manages daily operation of Athletics Equipment Facilities.

Essential Functions:

- Develops, implements and evaluates equipment policies, procedures and operating plans to increase efficiency, accountability, and traceability while reducing resource waste.
- Conducts research and collaborates with Coaches to determine equipment and apparel needs.
- Develops, implements, and evaluates brand management plans and strategies for uniforms, logos, and word mark usage in partnership with Athletics leadership.
- Collaborates with varsity coaches and Assistant Director of Club Sports to ensure that all constituencies follow the appropriate brand/logo and word mark usage.
- Oversees fulfillment of Athletics equipment and apparel contracts to ensure compliance and accuracy.
- Interprets and administers contracts with name brand product providers ensuring provisions are adhered to and apparel meets contract specifications.
- Represents Tufts Athletics department with external organizations and vendors related to equipment, apparel, merchandise, and branding. Sources, obtains quotes and negotiates with vendors.
- Contributes to development and execution of Athletics special projects, functions/events and initiatives.

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- Hires, schedules, and supervises Athletics equipment room student employees.
- Manages payroll for student and temporary employees.
- Oversees assistant coaches with equipment room responsibilities as their secondary duties.
- Other duties as assigned

What We're Looking For

Basic Requirements :

Knowledge and experience typically acquired by:

- Bachelor's degree
- Experience in a college or university Athletics Department
- Experience in equipment services and/or operations in a college setting (or equivalent experience)
- Excellent writing, interpersonal and organizational skills
- Ability to lift objects more than 50 pounds
- Availability to work night and weekend events

Preferred Qualifications:

- Bachelor's or Master's degree in relevant area of study strongly preferred
- Experience in collegiate athletics in one or more of the following areas: equipment services, athletics operations, brand management, and fulfillment
- Proficiency with the following software and platforms: Microsoft Office, Photoshop/Illustrator

Pay Range

Minimum \$48,500.00, Midpoint \$60,750.00, Maximum \$73,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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Contact

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