

**Job Description**  
**Kansas Athletics, Inc.**

**Position:** Associate Director, Head Football Equipment Manager  
**Unit/Sport:** Equipment Services, Football  
**Reports to:** Assistant AD of Equipment Services  
**Appointment:** Full-time  
**FLSA status:** Exempt  
**Updated:** April 2022

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**Position Summary:**

The Associate Director, Head Football Equipment Manager will be expected to exercise discretion and independent judgment and will hold the authority to make important decisions. This position is responsible for the ordering, receiving, inventory tracking, embellishment, fitting, labeling, issuance, use, and maintenance of all football athletic equipment. This includes apparel, footwear, and uniforms for the football program. This position will also hold the important responsibility of supervising and training full-time and part-time equipment staff.

**Duties and Responsibilities of all Positions at Kansas Athletics:**

1. Adhere to University, Big 12 Conference, Kansas Athletics, and NCAA policies and procedures;
2. Maintain knowledge of departmental activities, sports schedules, and procedures;
3. Foster cooperative working relationships with fellow staff members within the Department;
4. Support the athletics department goals and philosophies as described by the Director of Athletics and work to achieve and uphold the department's mission statement and core values;
5. Maintain a positive attitude toward performing job duties and in working with other staff members;
6. Exhibit professional decorum at all times while representing Kansas Athletics, including routine events and meetings that occur outside of the office and on the road;
7. Maintain the confidentiality of all information obtained while an employee of Kansas Athletics including all private, confidential, or sensitive information and ensuring compliance with FERPA, HIPAA, and other applicable regulations.

**Duties and Responsibilities of the Position:**

1. In consultation with the Football coaches, this position is responsible for the ordering of all student-athletes, coaches, and support staff (athletic program) supplies such as uniforms, apparel, footwear, and equipment (athletic equipment supplies) for assigned athletic program;

2. Additional responsibilities include the receiving, fitting/sizing, labeling/numbering, and distribution of athletic equipment supplies to assigned athletic program in accordance with NOCSAE, NCAA, and Big 12 standards and policies; this includes, competitive price negotiation, vendor selection, and order placement. Ensure above items provided are sufficient in quality and quantity, as well as appropriate for weather conditions;
3. Assigned Athletic Program: FOOTBALL
4. Maintain accurate and up-to-date accounting of all Kansas Athletics issued items to student-athletes and athletic program staff consistent with Kansas Athletics directives, Compliance Office directives, and NCAA Rules. Ensure adherence to policies and procedures for the issuance and retrieval of athletic equipment supplies for assigned athletic program. Includes tracking and maintaining an accurate inventory and taking a physical inventory on a periodic basis (or as necessary);
5. Provide independent oversight for the continuing inspection, care, maintenance and repair of athletic equipment supplies. Includes all appropriate alterations and manufacturer endorsed modifications;
6. Oversee efficient laundry operations; selection and use of appropriate laundry chemicals; training of assigned staff in proper care of laundered goods and operation of laundry equipment; ensure regular & timely maintenance/upkeep of laundry equipment; monitor laundry chemical rotations, placing timely orders as necessary; promote adherence to OSHA policies and best practices; provide input on laundry equipment replacement to Assistant Athletics Director of Equipment Services;
7. Organize storage areas; provide regular review of surplus inventory; determine if athletic equipment supplies are expendable or retained for future use. Adhere to departmental policies/best practices regarding the disposition of expendable inventory;
8. Responsible for the preparation of assigned athletic program's athletic equipment supplies for home and away contests. Includes the preparation and packing for away contests; coordination of trucking & drivers for overland transportation to away contests; organization of equipment trailer; advance team travel as necessary;
9. Direct and provide oversight of daily practice set up. Oversee movement of necessary practice equipment between venues. Manage the transportation of athletic equipment to off-campus events, as necessary;
10. Supervise and oversee preparation of visiting team and officials' locker rooms for assigned sports' practices and games;
11. Oversee the budget and purchase of all equipment orders, including all contracted provider orders placed for football. Base such orders on accurate size charts and up to date sizing information for student-athletes and staff. Develop, forecast, and adhere to annual budget for contracted and non-contracted athletic equipment supplies. Work closely with coaches, adidas representatives, and Kansas Athletics' Business office personnel to assure Kansas Athletics of an

efficient accurate order with minimal errors and process necessary payments in a timely manner;

12. In coordination with assigned sport coaching staffs, supervise sport specific student managers and interns, including hiring, retention, training, mentoring, and daily supervision in accordance with Kansas Athletics Student Manager Program policies & procedures. Ensure personnel supervised are informed of and adhere to established health and safety practices associated with assigned tasks as well as complete all Human Resources requirements prior to participating;
13. Monitor Receiving Operations for Football Complex
14. Provide support for assigned sport recruiting operations as necessary and appropriate. May include gear displays, apparel/footwear fittings, and speaking to recruits regarding student-athlete provisions;
15. Adhere to Kansas Athletics Trademark/Licensing logo usage policies to insure compliance in the use of University marks. Convey these policies to vendors/embellishers and review samples/proofs for accuracy. Communicate any requested deviations from standards to Assistant Athletics Director of Equipment Services and Assistant Athletics Director of Trademark/Licensing;
16. Coordinate Kansas Athletics Football van servicing and maintenance.
17. Assist with distribution and documentation of Varsity Letter Awards and Big 12 gifts. Submit completed paperwork back to the K Club and Compliance Office, respectively.
18. Ensure all equipment and office areas are sufficiently supplied and maintained in an orderly and safe manner including the issuance, maintenance, and reconditioning of practice and game equipment and apparel; the inspection of facilities, locker room areas, and football grounds; report needed repairs and make recommendations for improvements of facilities to the Assistant Athletics Director of Equipment Services;
19. In coordination with Football Facility Director, provide support in receiving of contracted beverage provider product; ensure prompt processing of invoices to Assistant Athletics Director, Equipment Services;
20. Maintain and promote knowledge of new innovations and technology as it relates to the athletic equipment industry. Actively participate in professional advancement opportunities, remain current and ensure compliance with all applicable University, Conference and NCAA rules and regulations, ensure compliance with applicable Title IX issues pertaining to equipment;
21. Perform related duties as assigned by Director of Athletics or designee.

**Required Qualifications:**

- Bachelor's Degree from an accredited college or university;
- Minimum 3 years' full-time experience in football equipment services;
- Certification in the Athletic Equipment Managers' Association (AEMA) or the qualifications to be certified within one year;
- Proven experience with personnel supervision, both full-time and part-time;
- Prior experience working with vendors, vendor selection, online ordering systems, and conducting business operations, long range forecasting of promotional product orders, budgeting of non-contracted athletic equipment supplies;
- Prior experience working with and servicing student-athletes, coaches, and athletic administrators;
- Working knowledge of Microsoft Office and Outlook;
- Detail oriented with strong communication and organizational skills;
- Demonstrated ability to work effectively under multiple deadlines in a fast-paced office environment with the capacity to adapt quickly to major and minor changes in projects/events and outcomes;
- Ability and willingness to work evenings, weekends, holidays, and in various weather conditions;
- Ability and willingness to travel as needed and operate motor vehicles;
- Ability and willingness to lift heavy objects (approx. 75 lbs.);
- Valid driver's license.

**Preferred Qualifications:**

- Master's Degree from an accredited college or university;
- Minimum of 5 years' experience working at an NCAA institution in football equipment services;
- Advanced knowledge of football apparel/footwear/equipment;
- Allied membership in the American Football Coaches Association (AFCA);
- Athletic equipment inventory software program experience;
- Bowl Game and/or Conference Championship Game experience.

**Work Environment**

This job operates in both a professional office environment and outside at football-related events, including inclement weather. This role routinely uses standard office equipment such as laptop computers and various digital devices, including, but not limited to: cell phone, printer, copy machine, and other related devices. This job requires flexibility and adaptability in schedule and the ability to perform job related duties on short notice.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This position may require frequent bending, moving, lifting, and carrying material weighing up to 75 pounds; standing up to eight hours each day; and working in all weather conditions.

**Travel**

Moderate travel is expected for this position.

**Hours of Work**

This is a full-time position. Days and hours of work will vary based on the needs of the football program and as job duties demand. Early morning, evening and weekend work is required.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.