ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Athletic Director for Equipment Operations and Purchasing

DEPARTMENT: Athletics, Rose Hill

RESPONSIBILITIES:
- Manage and oversee the maintenance of athletic and sports equipment for 22 intercollegiate sports programs.
- Establishes, maintains, and reconciles uniform and equipment inventories, and oversees the maintenance of all inventory records for the program with respect to the issue, purchase, distribution, repair, reconditioning and use of athletic and sports equipment.
- Work closely with the coaching staff to determine needs and generates purchase orders to acquire athletic and sports equipment within budgetary allocations.
- Oversee the fitting and necessary adjustments needed for uniforms and athletic equipment for practices and games.
- Oversees and coordinates uniform and equipment distribution and retrieval at practices and on game day.
- Supervise the transportation of athletic equipment to off-campus events for all away football games. Must attend all football practices, and home and away football games.
- Oversee the proper set-up of equipment and uniforms for both home and away football games.
- Responsible for the laundry operation by providing laundry service for practice apparel and uniforms.
- Oversee the Assistant Equipment Manager.
- Supervise, hire and train a staff of work-study students.
- Compliance with all NCAA, Conference and University rules and regulations.
- Successfully pass and maintain AEMA Certification within one year.
- Additional duties as assigned.

QUALIFICATIONS:
- Bachelor’s Degree required.
- Minimum 2 years’ experience required, intercollegiate athletic department equipment room experience preferred.
- Must be able to work weekends, nights and holidays.
- Routine lifting of heavy weight is anticipated. Applicant must be able to routinely lift heavy equipment on frequent occasions. Pushing, pulling, lifting, bending and ladder climbing are all considered routine and essential.
- Must be extremely well organized and highly motivated with strong interpersonal and communication skills.
- Must have strong computer skills and be proficient in Microsoft Word and Excel.
- Driver's license required.

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: jbarrett14@fordham.edu

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