



The University of Iowa Department of Intercollegiate
Athletics



ANNOUNCEMENT OF POSITION VACANCY
Athletics Assistant Equipment Manager

Classification Title/Code: Assistant Equipment Manager
Working Title: Athletics Assistant Equipment Manager
Department: Intercollegiate Athletics
Staff Type: Professional & Scientific
Type of Position: Regular 100% time; Probationary; FLSA Exempt
Pay Level: 2A
Salary Range: \$36,342 to \$60,000
Apply By: September 20, 2022

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as **Assistant Equipment Manager**. This is a full-time position with a salary range of \$36,342 to \$60,000 commensurate with education and experience and includes full University benefits.

The Assistant Equipment Manager supports the sport team and inventory control needs of the Athletics Department through planning, acquisition, management and security of equipment and apparel on a daily and annual basis.

The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 215 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “**Win. Graduate. Do It Right.**” philosophy. For more information regarding Athletics, please click [here](#).

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “[Working at Iowa](#)” to learn more.

Required Qualifications

- Bachelor’s degree (or international equivalent) or equivalent combination of education and experience;
- Minimum of 6 months work experience in the operation of an athletics equipment room at the college/university or professional level (student experience considered).
- Excellent oral and written communication skills;
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;

- A valid U.S. driving license and the ability to meet and maintain University of Iowa Driving Policy standards.
- Working knowledge of and ability to:
 - Utilize basic office support software (word processing, email, presentation software and spreadsheets) <modify according to position>
 - Operate effectively within a highly regulated team environment.

Desired Qualifications:

- Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
- Work experience in:
 - The maintenance and inventory of apparel and equipment as a member of a college or professional equipment staff;
 - Doing daily laundry as a member of a college or professional equipment staff;
 - A collegiate business environment;
 - Supervising part-time staff and students (highly desired).
- Some knowledge of NCAA rules and regulations.

Application Details:

Visit our website at <https://jobs.uiowa.edu> and search for keyword “**equipment manager**”. Only applications submitted at <https://jobs.uiowa.edu> will be accepted. **Please – No phone calls or emails.**

- **Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.**
- Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
- The successful candidate will be subject to a credential and criminal background check, and a driving record review.
- Five professional references will be required at a later step in the recruitment process.

For questions or additional information, please contact athl-human-resources@uiowa.edu

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.