

Athletic Equipment Manager Intern, University of Delaware Department of Athletics and Recreation Services

(1 position available starting 07/01/22, ending 06/30/23. \$15 hourly, 28 hours a week)

University of Delaware

Newark, DE

Context of Job:

The Athletic Equipment Manager Intern, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Inspiring Greatness Together.”

The Athletic Equipment Manager Intern is responsible for assisting in all aspects of the Equipment Department functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware, which includes the day-to-day operations of running a Division 1 equipment room.

Major Responsibilities:

- Laundry operations for various teams, coaches and staff
- Ordering and inventory of Adidas branded gear
- Assist with Sport team Budgets
- Fitting, maintenance and repair of apparel and equipment
- Supervise assigned student managers which includes schedule, work and timecard
- Utilizing and updating Front Rush inventory system (training will be provided)
- Directly oversee one athletic team with oversight from Associate Athletic Director for Equipment
 - o Serve as contact for coach
 - o Order apparel and equipment
 - o Issue apparel and equipment
 - o Work within assigned budget
- May be responsible for travel with assigned sports teams when requested
- May be responsible for attending practice with assigned teams when requested
- Serve as Game Day Equipment Manager for home sporting events when requested
- Other duties assigned by Associate Athletic Director for Equipment

Minimum Qualifications:

- Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
- Excellent interpersonal skills.
- Ability to prioritize multiple projects.
- Effective time management skills.
- Excellent communication skills.
- Ability to handle information in a confidential, objective and professional manner.

- Able to lift 25 pounds
- Graduated with a Bachelor's Degree or higher on or before July 1, 2022

To apply for this position, send your cover letter and resume too:

Keith "Radar" McCarthy

Associate Athletic Director – Equipment

Radarkm@udel.edu

Equal Employment Opportunity

Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at

<http://www.udel.edu/aboutus/legalnotices.html>