



To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: July 11, 2024

Job Title: Athletic Facilities and Equipment Coordinator

NJ CSC Job Spec Code & Title: 81257 - Professional Services Specialist 3, Administrative Services

Job Category: Classified, Non-Competitive, NE (35 Hour) Workweek

Union Description: CWA

Class Code: 21

Internal Salary Range: P21/\$60,062.18 - \$85,033.04

External Salary Range: P21/\$60,062.18 - \$68,385.80 (Steps 1-4).

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

The College of New Jersey's Athletic Department is seeking professional, customer-oriented, and highly organized candidates to serve as an Athletic Facilities & Equipment Coordinator. Reporting directly to the Senior Associate Athletic Director for Facilities and Operations, the selected candidate will be responsible for managing the daily operations of the athletic department facilities, events and the equipment room.

Duties include student worker oversight, facility upkeep, event planning, laundering services, and inventory control. This position works closely with the Senior Associate Athletic Director on event operations and external clients & events. This includes serving as a liaison between Athletics, Student Affairs, Recreation and Wellness, Conference and Event Services and External Clients, and Building Services for event preparation and maintenance of the event schedule in the Event Management System. The selected candidate will also assist with overseeing, hiring and training event and equipment room student-staff & interns as well as the coordination of facilities scheduling and maintenance.

Note: The selected candidate will be required to work on nights and weekends as required for events.

Main Responsibilities:

- Develop and manage laundry services for athletic teams as needed for contests and practice.
- Ensure team equipment and apparel is laundered to the correct specification and health standard.
- Develop, implement and execute an inventory control system to ensure accurate recording of all purchases, repairs, maintenance and disposal of athletic equipment and apparel to follow NCAA regulations.
- Supervise and assist with set up, tear down and clean up for all athletic contests.
- Ensure all required game day equipment is operational and check prior to the start of the contests, and troubleshoot equipment issues.



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- Assist with overseeing event management student staff and equipment room staff, including scheduling, hiring and training staff and graduate assistants.
 - Work closely with student staff to maintain facilities for practice and events and provide training to supervisors to run contests.
 - Support the preparation, analyzation, and maintenance of the student employment and athletic equipment budgets while upholding accountability or operating within approved budget limits.
 - Manage the issuance, fitting, maintenance and upkeep as well as monitor repairs for all equipment, including leveraging relationships with equipment and apparel vendors.
 - Complete facility walkthroughs to maintain and identify maintenance needs and the appropriate steps to resolve issues.

Required Qualifications:

Education: Graduation from an accredited college or university with a bachelor's degree.

Experience: Minimum of 2 years of professional experience in the care & distribution of athletic equipment & apparel and administration & scheduling of athletic facilities.

Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. An associate's degree and two years of additional professional experience may be substituted for a bachelor's degree. A master's degree may be substituted for one year of experience.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Demonstrated knowledge of NCAA rules and regulations.
- Athletic Equipment Managers Association Certification preferred.
- Knowledge of the administration of athletic facilities, athletic apparel, and equipment storage and distribution.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.

Residency Requirement:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ:



TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions:

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants:

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.