

Position: **Assistant Athletic Director / Head Athletic Trainer/ Senior Women's Administrator**

Summary: Reports to the Director of Athletics and serves as a member of the Athletics senior leadership team. The Assistant Athletic Director assists the Director of Athletics in maintaining a high quality, competitive, student-athlete centered athletic program under the guidelines of the National Collegiate Athletic Association Division II (NCAA), the SIAC/GSC and the College's mission. In coordination with Team Physician oversees the prevention, evaluation, emergency care, and rehabilitation of student-athlete injuries. Manages assistant athletic trainers, physical therapists, and student assistants. The Senior Woman Administrator role acts as an advocate for equity among sports programs and female student-athletes by assisting the Director of Athletics with administrative functions related to monitoring the department for conformity with gender equity and Title IX guidelines and decision-making processes that ensure student-athlete well-being.

Description of Duties and Responsibilities:

Essential Functions

1. Accurately completes all required NCAA compliance forms, reports and related processes on time.
2. Promptly reports any suspected violation (including possible violations committed personally or by any other member of the athletics department staff, SHC compliance related offices and staff, student-athletes, or boosters) of NCAA, athletic conference or SHC Athletics rules to the Compliance Coordinator, Faculty Athletics Representative (FAR) or Director of Athletics.
3. Serves as a member of the Athletic Department Senior Leadership Team.
4. Serves as the Student-Athlete Advisory Committee (SAAC) liaison.
5. Assists with annual updates and revisions to the Student-Athlete Handbook.
6. Serves as a member of the college's compliance committee.
7. Serves as an ex-officio member of the Intercollegiate Athletic Committee.
8. Monitors, tracks, and records all departmental community service participation.
9. Coordinates all medical history, injury documentation and insurance billing.
10. Initiate and coordinate team physicals.
11. Covers all home athletic events, practices and games, either personally or by assigning an assistant trainer.
12. Manages and maintains the Athletic Training budget, inventory and storage of equipment
13. Assists the Director of Athletics with assessment of student-athlete activity, such as retention/attrition rates, graduation rates, academic performance, athletic honors/awards, recruitment, end of season surveys, exit interviews, discipline and conduct, etc. for the purposes of departmental assessment and planning.
14. Monitors, in conjunction with the Director of Athletics, conformity with gender equity and Title IX guidelines.
15. Assists the Director of Athletics with monitoring and implementation of the Gender Equity and Diversity Plan for Athletics, and the Other Areas of Potential Discrimination Plan.
16. Assists the Director of Athletics with the preparation of the annual department operating budget.
17. Coordinates and/or provides administrative support for coaches of all women's sports teams and assists in monitoring areas of gender/diversity issues and student-athlete well-being; serves as liaison for all student-athletes.
18. Serves as a spokesperson for the needs and interests of women within the intercollegiate athletics department, campus, and community.
19. Ensures representation of women's interests at the College, SIAC/GSC and NCAA levels.
20. Reviews team schedules for practice and competition to ensure support for the established equity goals for men's and women's sports (including specific game dates and practice times), and equitable access and opportunities for facility use among male and female sports.
21. Actively participates in search committees for depart personnel and with other relevant task forces or committees which affect student-athlete well-being.
22. Coordinates the selection of departmental awards and associated recognition events.
23. Represents the College at various NCAA, conference, and institutional meetings as the Senior Woman Administrator within the intercollegiate athletics program.

24. Attends all department staff and NCAA compliance education meetings as required or as requested.
25. Serves as a game manager at assigned athletic events as needed.
26. Contributes to the overall success of the intercollegiate athletics program by performing all other duties and responsibilities as assigned by the Director of Athletics.

Marginal Functions

1. Serves on assigned departmental or college committees.
2. Assists with department events and activities as requested by the Director of Athletics.
3. Operates office machines such as copier, facsimile and printer.
4. Takes photos at athletic events.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to perform job duties in accordance with FERPA and HIPAA.
3. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
4. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Director of Athletics prior to taking action.
5. Ability to perform the physical demands of the position including but not limited to ability to access all venues hosting intercollegiate games or contests.
6. Ability to communicate interpersonally and work collaboratively with a team, as well as an independent contributor both within the athletic department and across campus.
7. Ability to work independently and meet deadlines.
8. Ability to work in a fast-paced, deadline-driven environment, with an emphasis on multi-tasking and working within a team environment while filling a variety of roles, especially on game day.
9. Knowledge of basic principles of administration, management and supervision.
10. Excellent interpersonal, written and oral communication skills.
11. Willingness to travel and work at various hours when required or requested

Qualification Standards:

Education: Minimum Bachelor's degree, Master's preferred.

Experience: Experience working in college athletics.

Licenses: Minimum of 2 to 4 years of experience in athletic training, preferably at the collegiate Level
BOC certification is required, and must be eligible for Alabama licensure.
Possess effective oral and written communication skills
BLS CPR certified
Valid driver's license with approval from College's insurance provider.

Other: This position is also subject to a criminal history background check and any applicable drug testing requirements.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, please email a cover letter, resume, three references to: Franney Schulz, Athletic's Office Manager, at fschulz@shc.edu

Off-list references may be checked.