

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date:

Position: Assistant Athletic Trainer

Summary Description: In coordination with Team Physician and Head Athletic Trainer oversees the prevention, evaluation, emergency care, and rehabilitation of student-athlete injuries. Manages intern athletic trainers, physical therapists, and student assistants

Description of Duties and Responsibilities:

Essential Functions

NCAA Compliance

1. Abides by all NCAA, athletic conference and Spring Hill College rules, policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination.
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. Attends all department staff and NCAA compliance education meetings as required or as requested.
4. Accurately completes all required or assigned NCAA compliance forms, reports and related processes on time.
5. Aids in education and enforcement of NCAA rules with the team.
6. Uses JumpForward for all recruiting and compliance related tasks.

Assistant Athletic Training Responsibilities

1. Assists with coordination of all medical history, injury documentation and insurance billing.
2. Assists with Initiating and coordinating team physicals.
3. Work with coaches and assist in responsibility for the entire spectrum of injury, prevention and treatment in athletics
4. Recognition, treatment, rehabilitation and management of athletic injuries to include
5. coordination with doctors
6. Covers home athletic events, practices and games, assigned by the Head Athletic Trainer.
7. Assists in Managing and maintaining the Athletic Training budget, inventory and storage of equipment.
8. Perform all other duties as assigned by Head Trainer and Athletic Director

Marginal Functions

1. Uses office equipment in the Athletics Office to perform needed tasks, such as: copying, scanning and faxing.
2. The assistant coach helps maintain up-to-date records for the sport program.
3. Assists in the overall operation of the Athletic Department and Athletic Office per the Head AT and/or the Athletic Department Administrative Staff.
- 4.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can 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. Sufficient experience to justify coaching, recruiting, compliance, and academic responsibilities at the NCAA Division II level.
 3. Demonstrated knowledge of current thinking in areas of conditioning, fitness, sport techniques and strategy, leadership and program management.
 4. Demonstrated ability to lead, motivate, and relate to college student athletes.
 5. 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.
1. Ability to work independently and meet deadlines.
 2. Ability to communicate interpersonally and work collaboratively with a team, as well as an independent contributor both within the athletic department and across campus.
 3. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Head Coach prior to taking action.
 4. Self-starter with a positive attitude.
1. Ability to travel to various athletic facilities across- and off-campus, including the Athletics Office.
 1. Willingness to travel and work at various hours when required or as requested.
 2. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office.

Qualification Standards:

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- 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.