

Position Description

Position Title: Assistant Athletic Trainer/Instructor

Organizational Unit:
Athletics

Reports To:
Head Athletic Trainer
Director of Athletics

Revision Date:
8 /1/ 2021

I. Narrative General Description

The Assistant Athletic Trainer shall be responsible to the Head Athletic Trainer and will assist in all aspects of operating the Athletic Training program and facilities. This includes athletic training coverage for all CCC athletic teams, utilizing the six major athletic training practice domains, recruiting, supervising, and developing student workers.

II. Functional Responsibilities

- A. Assist the Head Athletic Trainer with the organization and management of the athletic training program and facilities/venues, utilizing the six major athletic training practice domains.
- B. Assist in gathering, maintaining, and communicating illness/injury evaluation, rehabilitation plans, and participation status records in a timely manner.
- C. Assist in student athlete's health files which include physical exams, insurance information, and forewarnings for each student athlete.
- D. Assist in directing and managing student athletic trainers, which includes teaching procedures utilized in the operation of the athletic training room and related athletic sessions.
- E. Assist in the coordination and scheduling of student athletes for physical evaluations and medical referral if necessary.
- F. Performs preventative and rehabilitative treatments specifically when coordinated through medical consultants.
- G. Assist in determining a student athlete's ability to practice of compete.
- H. Assist in coordinating proper game coverage with the coaching staff and medical consultants. Including the schedules of training staff for home and away competitions.
- I. Meet attendance expectations as required for the position which may include necessary night and weekend hours.
- J. Assist in recruiting quality student athletic trainers. Develops working relationships with faculty and college staff to assist in recruiting and retention rate.
- K. Assist in coordinating scholarship paperwork and oversee the completion of financial aid paperwork and admissions criteria.
- L. Demonstrates an active interest in the academic progress of student athletic trainers. This includes supervision of periodic grade checks, enrollment procedures, degree checks, and class attendance.
- M. Assist in communication and enforcement of rules and regulations regarding the student athletic trainer's conduct, appearance, and behavior.
- N. Demonstrates a cooperative attitude with all sports within the intercollegiate athletic programs.
- O. Teach 6 credit hours as assigned.
- P. Continually revise and update course content while maintaining a current syllabus for each course taught.
- Q. Serve on college committees as appointed.
- R. Participate in the development and implementation of the institutional assessment plan as required for Higher Learning Commission Accreditation.
- S. Demonstrate an active interest in the academic progress of students by advising, degree checks and assisting with the enrollment procedures.

- T. Meet attendance expectations as required for position which may include a willingness to work unusual hours including nights and weekends as needed.
- U. Participates in graduate/former student follow-up procedures as required for state and federal reporting.
- V. Assists the head athletic trainer to maintain an annual inventory of program equipment and supplies.
- W. Actively participate in college and community events including attending and participating in commencement exercises in academic attire.
- X. Performs special assignments and related duties as assigned by the Head Athletic Trainer or Director of Athletics.

III. Supervises the following staff

- A. Student athletic trainers
- B. Work study students assigned to the program

IV. Required knowledge, skills, and personal qualifications

- A. Proven teaching and athletic training abilities.
- B. Strong written and oral communication and organizational skills.
- C. Be self-motivated
- D. Ability to effectively work with various publics and diverse populations.
- E. Human relation skills of ordinary courtesy, understanding, and ability to stimulate motivation, confidence, and enthusiasm in students.
- F. Within six months of the date of hire, and throughout their employment, required to maintain a physical place of residence within the CCC service area.

V. Required experience and education

- A. Bachelor's degree in Athletic Training from a regionally accredited institution of higher learning recognized by the US Department of Education.
- B. Master's degree in Athletic Training or related field, preferred.
- C. At least two years athletic training experience, preferred.
- D. NATABOC certified or eligible.
- E. Kansas State Licensure or eligible.
- F. Current CPR/First Aid Certification.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION: The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.