

Sul Ross State University

Position Description

Official Title: Assistant Athletic Trainer

Job Code: 3351

Salary Group: RU (2)

Summary

Function: The applicant will provide assistance for all athletic training activities related to the athletic program.

Scope:

Duties

Essential: The applicant will provide assistance for all athletic training activities related to the athletic program including, but not limited to:

- Assist the Head Athletic Trainer in the prevention, evaluation, treatment, referral, and rehabilitation of injuries and illness.
- Refer ill and/or injured student-athletes to health services or the team physician(s) regarding their injuries and/or illnesses;
- Maintain medical and administrative records;
- Interact with the institution's secondary insurance provider to ensure proper coordination of payment of services rendered to student athletes;
- Coordinate and interact with team physicians and other health care professionals.
- Provide emergency medical evaluation, treatment, and injury triage to student athletes during practice and competition (sport assignments to be determined);
- Provide daily follow-up care and evaluation of injured and ill student-athletes and communicate with appropriate athletics staff regarding status of injury/illness and participation capabilities;
- Coordinate practice and game coverage, schedules, rehabs, assigns responsibilities, and supervise student athletic training staff;
- Assist with budget responsibilities of inventory, purchasing and maintenance of supplies and materials;
- Ensure compliance of Federal Rules and Regulations (HIPAA) regarding confidentiality and electronic communication;
- All other duties as assigned by the Head Athletic Trainer and/or the Director of Athletics.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Athletic Trainer

Given:

Education

Required: Bachelor's degree; Licensed or eligible to take licensure exam in the State of Texas; Professional Rescuer CPR/AED & First Aid certification

Preferred: Master's Degree; NATABOC certification; Additional certifications are desirable (First Aid/CPR instructor, reputable strength and conditional certification, Graston technique, FMS, etc.).

Experience

Required: Basic computer and Microsoft Office skills. Candidates should be well organized and capable of working both independently and as part of a team.

Preferred: Two or more years of experience as a certified athletic trainer;

Equipment/Skills

Required: Effective verbal and written communications skills are essential.

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February 2017