



POSITION ANNOUNCEMENT

JOB TITLE:	ASSISTANT ATHLETIC TRAINER
TYPE OF VACANCY:	STAFF
REPORTS TO:	ATHLETIC TRAINER
DEPARTMENT:	UNIVERSITY ATHLETICS
SUMMARY: The Assistant Athletic Trainer will be responsible for assisting the Athletic Trainer with all phases of the daily operations in the Athletic Training Room and services needed to cover the eight athletic teams at UB. These duties include, but are not limited to proper record keeping, evaluation, treatment, and rehabilitation of athletic injuries, injury prevention, and provision of medical coverage for home events as well as travel with teams to away events.	
DUTIES AND RESPONSIBILITIES: The position of Assistant Athletics Trainer is required to perform a variety of tasks including but not limited to the following: • Assist in scheduling and administration of student-athlete pre-participation physical exams; • Assist with the prevention of athletic injuries and illnesses; • Evaluate athletic injuries; • Treat athletic injuries; • Provide counseling and education to student athletes, coaches, and parents dealing with athletic injuries; • Report status of student athlete injuries to Athletic Trainer and coaching staff; • Assist Athletic Trainer with compilation, input, organization, and maintenance of medical records for student-athletes; • Assist Athletic Trainer with inventory, ordering, receiving, and maintenance of all athletic training room supplies and equipment; • Assist with coordination and scheduling of medical coverage for home and away competitions; • Supervise, educate and recruit student assistant workers (work study); • Assist with recordkeeping and documentation; • Enforce code of conduct and rules for athletic training facilities and equipment; • Follow emergency action plan for athletic teams; • Work with doctors and other allied health professionals to deliver care to student athletes; • Share in responsibility of athletic training room maintenance and upkeep • Work with varsity teams assigned by Athletic Trainer; must be present for team practices, competitions, and travel, which often are scheduled on evenings, early mornings, and weekends. It should be noted as well that the schedule can change on short notice when games and practices have to be rescheduled;	



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- Complete and/or assist with various tasks or projects that may be assigned by Athletic Trainer or Athletic Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience in the administration of a variety of assessment tools, treatment plans and equipment;
- Must possess a general knowledge of the principles and practices of Athletic Training including conditioning and injury prevention, as well as injury assessment and rehabilitation;
- Must possess a general knowledge of the full range of therapeutic modalities and their practical use and physiological basis;
- Must possess a general knowledge of other therapeutic preventions and treatments such as taping, bracing, and massage;
- Must know the effective use of rehabilitation and exercise equipment;
- Must be able to effectively assess and evaluate injuries and their severity;
- Ability to develop conditioning and rehabilitation programs, manage and treat injuries;
- Use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries;
- Determine the appropriate referrals for athletes to other health care professionals
- Recognize life threatening situations and administer the appropriate emergency aid
- Ability to use a computer to perform medical, insurance and other recordkeeping functions
- Must possess strong interpersonal and communications skills to develop effective working relationships with athletes and to serve as a liaison among athletes, coaching staff, parents, physicians and other healthcare professionals.
- Must be able to work flexible hours.

QUALIFICATIONS:

- Bachelor's Degree in Athletic Training, Kinesiology, Sports Medicine, Sports Science or other related field
- Board of Certification (BOC) certified
- Two (2) or more years of experience

SALARY GRADE:	AS-2
SALARY SCALE:	\$26,980 x \$700 - \$40,980
DATE PUBLISHED:	April 24, 2018
APPLICATION END DATE:	May 9, 2018
DATE TO BE REMOVED:	May 10, 2018



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Athletic Trainer.