

## **Assistant Head Athletic Trainer**

Reporting directly to and working with the Head Athletic Trainer, the Associate Head AT will assist in providing health care to all intercollegiate student-athletes through prevention, recognition, evaluation, treatment and rehabilitation of injuries and illnesses with referrals to health specialists as required; serving as the primary athletic trainer for selected sports.

Point University Athletics will provide a diverse, Christ-honoring culture of excellence to develop servant leaders in the classroom, competition, and community.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ensure that all Department of Athletics and University related activities operate in full compliance with university, conference and NAIA rules and regulations.
- Attend and participate in scheduled compliance seminars and complies with all the Athletic Department's efforts to monitor compliance with NAIA regulations.
- Abides by NAIA Bylaws 10.1 and 11.1 regarding ethical conduct and the responsibility to positively contribute to a campus culture of NCAA rules compliance. Provide the highest level of healthcare to all student-athletes.
- Communicate directly with coaches for assigned sports team(s) regarding all injuries and illnesses of student-athletes, as well as status of ongoing rehabilitation and treatments, medical appointments, and participation status for workouts/practices/competitions.
- Assist with the day-to-day administrative duties and daily operational requirements of the sports medicine department.
- Assist with arranging pre-participation physical examinations for all student-athletes, including medical history and primary insurance information.
- Assist with ensuring that proper insurance billing procedures are utilized. Participate in the maintenance of each student-athlete's medical record, checking that each record contains all pertinent information, are up to date, remain confidential and are retained for seven years after completion of the student-athlete's eligibility.
- Maintain certification in the Board of Certification (BOC) and Georgia/Alabama Athletic Training Licensure by obtaining continuing education credits through the attendance and participation in clinics, seminars, meetings, and workshops.
- Other duties as assigned by the Head Athletic Trainer, Assistant Athletic Director, or Vice President of Intercollegiate Athletics

### **MINIMUM QUALIFICATIONS:**

- Bachelor's and/or Master's degree in Athletic Training or related field.
- Board of Certification (BOC) Certified
- Licensed, or eligible for state licensure, by the Georgia and Alabama Board of Athletic Training.
- First Aid, CPR, AED (Automated External Defibrillator) certified or willingness to be certified
- Knowledge and understanding of NCAA/NAIA rules and regulations
- Must be able to work flexible hours to cover sporting and non-sporting event(s) that may occur on weeknights, weekends and possibly holidays. Occasional travel may be required.
- Ability to communicate in a service oriented and collaborative spirit.
- Exceptional leadership skills.
- Excellent oral and written communication and interpersonal skills
- Proven ability to work effectively in a diverse community
- Ability to handle and maintain confidential information
- Ability to perform the essential functions of the position with or without accommodations.

### **PREFERRED QUALIFICATIONS:**

- Master's degree in Athletic Training
- Experience working in a collegiate sports medicine program.