



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Assistant Athletic Trainer
DEPARTMENT: Athletics
SUPERVISOR: Head Athletic Trainer
FLSA Status: Part time, Non-Exempt

MAJOR PURPOSE:

The Assistant Athletic Trainer will support the Head Athletic Trainer and serve the William Jessup University student-athletes and the athletic department. The assistant AT will aid in overseeing the day-to-day operations of WJU's athletic training program and assisting in the prevention, assessment, treatment, and rehabilitation of athletic injuries. This is a part-time 10 month staff position in the Athletic Department of William Jessup University.

PERFORMANCE MEASUREMENTS

- Support the Head AT with coordinating annual student-athlete physical examinations.
- Support the Head AT with coordinating and collecting all medical insurance information and documentation as well as assisting student-athletes with athletic insurance documents and questions.
- Keep and manage written, up-to-date/accurate medical records of all attending WJU student-athletes.
- Coordinate with the Head AT in order to staff all home athletic events.
- Design, review, and administration of rehabilitation programs. Support the Head AT in promoting/implementing coach and athlete injury prevention education programs.
- Communicate and coordinate treatment with primary doctors and other appropriate allied health care professionals and maintain FERPA and HIPAA standards for student-athlete privacy/protection.
- Communicate with other faculty, campus staff, athletic department staff, and coaches as needed.
- The Assistant AT will provide counseling and education to student-athletes regarding medical conditions and refer when appropriate/necessary.
- Support and contribute to the development of the student athlete's spiritual growth and athletic well-being in conjunction with the mission of the athletic department, NAIA Champions of Character program and the university.
- Ensure compliance with NAIA and conference guidelines as they pertain to athletic training and postseason play.
- Stay current and adhere to rules/codes, regulations, policies and procedures of the NATA and California State laws as they govern the athletic training profession.
- Support the Head AT with implementation of WJU athletic policies and procedures.
- Support the values, mission, and goals of WJU in collaboration with Academics, Student Affairs, Residence Life, Orientation, Student Leadership and Athletics programs.
- Attend staff development meetings as directed.
- Responsible to complete other duties as assigned by the Director of Athletics.
- Provide support for WJU summer sports camps & events when available - by contract only.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Minimum baccalaureate degree in Kinesiology, Athletic Training, or Exercise Science related field; Master's degree preferred.
- Current NATA-BOC certification.

- Current certification from any American Red Cross, AHA, or other NATA approved First Aid/CPR/AED course.

REQUIRED KNOWLEDGE:

- Ability to use computers for recording student information and conducting research.
- Ability to evaluate, advise and counsel students on sport-related matters (sports nutrition, care, rehabilitation).
- Ability to interpret and apply university-related policies, procedures, rules and regulations

SKILLS/ABILITIES:

- Experience in the college/university setting is preferred.
- Good organizational skills and the ability to work unsupervised
- A strong and visible Christian faith
- Maintain confidentiality of information, data and records
- Strong customer service skills
- Strong organizational skills and attention to detail
- Strong written, verbal, and interpersonal communication skills

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

Much of the employee's working time will be spent outdoors on sports fields in all types of weather and might require standing for long periods, working with medical equipment or machinery, and being able to walk, run, kneel, crouch, stoop, or crawl. Some travel may be required.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date