



## MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
<b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Mandated Reporter:</b> <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A <b>Review Date:</b> April 2024	<u><b>MPP Positions Only</b></u> <b>MPP Job Code:</b> <b>Job Family:</b> <b>Job Function:</b> <b>Job Category:</b>

**Mandated Reporter Per CANRA**  YES  NO

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note:** A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

**Please check one:**  New Position  Existing Position Update

<b>Date:</b>	April 17, 2024
<b>Department &amp; Division:</b>	Athletics
<b>Employee Name</b> <i>(leave blank if vacant):</i>	
<b>Current Classification &amp; Grade:</b>	Athletic Trainer I, 12-month
<b>FLSA Status:</b> <i>(exempt or non-exempt)</i>	Exempt
<b>Working Title:</b>	Assistant Athletic Trainer
<b>Position Number &amp; Job Code:</b>	10008765 & 8180
<b>Working Title &amp; Position Number of HEERA Designated Appropriate Administrator:</b>	Sr. Associate Athletic Director of Athletic Medicine, Administrator II & 10000299

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

- The Department of Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 550 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club, Administration, Athletic Medicine, Business Office, Compliance, Corporate Sales, Development, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Media Relations, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.
- The department has within its scope of responsibilities the operation of the athletic medicine program and the respective facilities. This program coordinates the medical care of the varsity and selected club/recreation sports. This includes coordinating pre and post-season physical examinations, as well as in-season clinical examinations and rehabilitation; maintaining proper documentation and records; controlling bid, vendor, and supply inventory; providing educational and career guidance/supervision for athletic training students; and developing professional relationships with physicians, medical providers, physical therapists, and their respective administrations.

**II. PURPOSE OF POSITION:**

*State the basic purpose of the position in one to three specific statements.*

- Under general supervision of the Sr. Associate Athletic Director of Athletic Medicine, the Assistant Athletic Trainer performs the full range of clinical athletic training functions, which involves the planning, organization, and delivery of daily athletic training services to students involved in athletics. Typical duties may include, but are not limited to, the following: prevent, recognize, and assess athletic injuries; implement preventive and rehabilitation programs to treat athletic injuries; inform coaching staff on the status of injuries and treatment plans; advise students on how to prevent injuries and maintain their physical condition; and regularly evaluate the physical condition of student athletes.

**III. CHANGES IN RESPONSIBILITIES:**

- 

**IV. MAJOR RESPONSIBILITIES:**

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

<b>Description of Responsibilities:</b>	% of time
---	-----------

<p><b>I. Medical Responsibilities and Patient Care</b></p> <ul style="list-style-type: none"> <li>a) Provide direct patient care to the student-athletes of specific assigned varsity teams. <ul style="list-style-type: none"> <li>a. Perform injury evaluations and treatments including the use of massage, exercise, exercise equipment, and effective properties of air, water, heat, cold, light, sound, radiant energy, and electricity, according to the prescription of a physician. Apply bandages, tapes, and braces to treat injuries. Assist in the evaluation of acute injury management and longitudinal follow-up.</li> <li>b. Implement injury preventative measures. <ul style="list-style-type: none"> <li>i. Advise students on how to prevent injuries and maintain their physical condition.</li> <li>ii. Provide injury prevention techniques including but not limited to protective padding, taping, and splint fabrication. Apply bandages, tapes, and braces to prevent injuries. Assist in designing conditioning programs to prevent injuries.</li> </ul> </li> <li>c. Assist in designing and implementing rehabilitation programs for a wide variety of injuries and/or musculoskeletal conditions. Counsel athletes and staff regarding rehabilitation, conditioning, and athletic training.</li> <li>d. Regularly evaluate the physical condition of student-athletes.</li> </ul> </li> <li>b) Consult with the Sr. Associate Athletic Director of Athletic Medicine and other health professionals on injuries and treatment plans and coordinate with coaching staff. Inform coaching staff and other health professionals on the status of injuries and treatment plans.</li> <li>c) Provide and coordinate on-the-field medical coverage for various assigned varsity team practices, competition (home and away), and off-season conditioning programs, in particular, off-season.</li> <li>d) Provide coverage to any conference or other championship event as assigned.</li> <li>e) Establish and maintain emergency management protocols.</li> </ul>	<p><b>60%</b></p>
<p><b>II. This Game and Travel Responsibilities</b></p> <ul style="list-style-type: none"> <li>a) Coordinate on-site/on-call physicians.</li> <li>b) Coordinate emergency medical care.</li> <li>c) Coordinate medical supplies.</li> <li>d) Coordinate medical referrals where appropriate.</li> </ul>	<p><b>20%</b></p>

**Employee Name:**

**III. Administrative Duties**

**20%**

- a) Under the general supervision of the Sr. Associate Athletic Director of Athletic Medicine, assist with administrating the athletic training services in the Fowler Athletics Center, including communication with team physicians and assisting in the care and maintenance of the treatment facilities and the equipment modalities utilized in treatment programs.
- b) Follow all policies and procedures as determined by the Student Health Services AAAHC accreditation process.
- c) Follow all Student Health Services procedures for general medical care, x-ray, optometry, lab, pharmacy, and medical record systems. This includes the use of consent and release of patient information protocols.
- d) Follow all Student Health Services and Athletic Department policies and procedures as they relate to insurance coverage.
- e) Assist with administrative tasks where appropriate, including scanning documents, driving, filing, etc.
- f) Assure security of medical office space, chart room, supply rooms, and offices.
- g) Supervise and maintain aseptic facilities and storage areas.
- h) Maintain appropriate medical records and administrative documentation of conditions, injuries, treatment plans, and progress.
- i) Establish regular clinic hours for Athletics student-athletes to have their injuries evaluated.
- j) Properly refer student-athletes to physician clinics. Schedule physicians' clinics and patient appointments using Student Health Services and other community-based providers.
- k) Follow up with specific physician referrals and recommendations regarding the evaluation, treatment, and rehabilitation of student-athletes.
- l) Serve as a Preceptor and provide professional guidance to athletic training students.
- m) Ensure effective communication with student-athletes' coaching staff, medical providers, parents, administrative staff, and other SDSU employees.
- n) Project a professional image on behalf of the university and the athletic medicine program.
- o) Develop positive community relations through lectures of the athletic medicine program and athletic trainers.
- p) Maintain and enforce all NCAA rules and regulations.
- q) Other duties as assigned.

**V. LEAD WORK DIRECTION OVER OTHERS:**

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

Classification	Working Title	Type of work direction (Direct or General)
Student interns and athletic		Direct

**Employee Name:**

training students, volunteers		
----------------------------------	--	--

**VI. POSITION REQUIREMENTS:**

*A. List education and years of experience required that are based on the classification standards.*

- Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study or combination of education and experience which provides the required knowledge and abilities.
- Course work must include completion of the Board of Certification (BOC) curriculum requirements.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

- General knowledge of the principles and practices of athletic training including conditioning and injury prevention, as well as injury assessment and rehabilitation; the full range of therapeutic modalities and their practical use and physiological basis; other therapeutic preventions and treatments such as taping, bracing, and massage; effective use of rehabilitation and exercise equipment; knowledge of rules, regulations, and guidelines established by the NCAA pertaining to student-athletes, their training, sports medicine care, and health and safety; CALOSHA standards for handling Blood-borne Pathogens; maintaining medical records, including HIPAA standards; and following insurance procedures.
- Ability to effectively assess and evaluate injuries and their severity; develop conditioning and rehabilitation programs and 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; use a computer to perform medical, insurance and other recordkeeping functions; and work in an environment with competing priorities.

*C. Specialized skills required for this position*

- *Current knowledge of medical supply vendors, quality, and costs.*
- *Ability to follow oral and written directions.*
- *Ability to establish and maintain cooperative working relationships with student-athletes, coaching staff, medical providers, parents, and administrative staff.*
- *Excellent written and verbal skills of those of a medical professional.*
- *Must possess strong interpersonal and communications skills to develop effective working relationships with athletes and serve as a liaison among athletes, coaching staff, parents, physicians, and other health professionals.*
- *Ability to travel to away contests.*

*A. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)*

- Certification by the National Athletic Trainers' Association Board of Certification.
- Must possess and maintain certification in CPR/ AED for the Professional Rescuer and first aid.

**Employee Name:**

- 
- Must stay current with these certifications and submit proof to Associate Athletic Director of Athletic Medicine.

**VII. PREFERRED QUALIFICATIONS:**

- Experience in assigned sport at collegiate, international, and/or professional team level as a certified Athletic Trainer for two to five years beyond Bachelor’s degree, which may include a graduate assistantship.
- Proficiency with *Biodex, SwimEx, and Alter-G*.
- Additional credentials of advance study in an athletic training related subject matter. Examples are: functional evaluation/rehabilitation, instrumented or manual soft tissue mobilization, Kinesiotape, etc.
- Proficiency with Microsoft Word & Excel.
- Prior experience performing inventory, budget, and insurance duties in a sports medicine environment.

**VIII. COMPLIANCE STATEMENT:**

*University employees that have direct job responsibilities involving intercollegiate athletics are expected to have knowledge and understanding of NCAA, conference and University rules, policies and procedures governing intercollegiate athletics. Additionally, he or she is required to notify the appropriate personnel of any knowledge of, or should have known of, any violation or suspected violation of NCAA, conference, or University regulations.*

*The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

**IX. SIGNATURES:**


*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

---

Incumbent’s Signature/Acknowledgment

---

Date

---

[Patrick Spieldenner \(Jul 22, 2024 15:23 PDT\)](#)

Appropriate Administrator Signature

---

Jul 22, 2024

---

Date

---

[Frankie Gutierrez \(Jul 22, 2024 15:09 PDT\)](#)

Classification & Compensation Services

---

Jul 22, 2024

---

Date

Employee Name:

## Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
C	Bending (neck)	C	Reading & Comprehending
C	Bending (waist)	C	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
F	Pushing/Pulling	O	Decision Making
O	Sitting	O	Directing/Coordinating Others:
O	Squatting		Other:
C	Standing	Environmental Working Conditions	
C	Twisting (neck)	F	Exposure to variations in temperature/humidity
C	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
F	Walking	O	Operates machinery or drives motorized equipment
C	Handling Objects	O	Exposure to bio-hazards
C	Manual dexterity	F	Working in normal office environment
F	Reach above/below shoulder	F	Working outside with various weather conditions
O	Using foot controls	C	Uses specialized equipment
	Other:		Other:

Employee Name:

## Attachment B

Complete for all positions

**Sensitive Position:** For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

<b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? <b>Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2



**Employee Name:**

10. Does the position influence or make decisions regarding the investment of <b>SDSU/CSU</b> funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

Employee Name:

## **Attachment C**

Complete for **MPP Positions Only**

### **Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs    2=Seldom Occurs    3=Sometimes Occurs    4=Occurs Often    5=Almost Always Occurs**

<b><u>Planning</u></b>		<b><u>Staffing</u></b>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<b><u>Organization</u></b>		<b><u>Employee Relations</u></b>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<b><u>Direction/Leadership/Supervision</u></b>		<b><u>Performance Evaluations</u></b>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<b><u>Organization</u></b>		<b><u>Other</u></b>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

Employee Name:

## Attachment D

### Department Organization Chart

**Instruction:** Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

#### SAN DIEGO STATE UNIVERSITY ATHLETICS ATHLETIC MEDICINE

