



**ATHLETIC CORPORATION  
CALIFORNIA STATE UNIVERSITY, FRESNO  
Position Description Form**

Employee Name: _____	Fresno State ID #: _____
Position Title: <u>Assistant / Associate Director of Sports Medicine</u>	FLSA Status: <u>Exempt</u>
Department: <u>Athletic Corporation</u>	Date Prepared: <u>March 2024</u>

**POSITION DESCRIPTION**

**Overview:**

Under the direction of the Associate Athletics Director for Sports Medicine, the Assistant/Associate Director of Sports Medicine assist with implementing and maintaining a safe and inclusive environment with focus on athlete-centered care, tracking prevention of injuries, emergency medical preparedness, progressive management of injuries and rehabilitation under established protocols. This position will be responsible for supervising undergraduate and graduate athletic training students as well as supervising certified athletic training interns in professional preparation positions.

**Essential Functions:**

- Deliver a high-level of medical service including, but not limited to, coverage, prevention, assessment, referrals, treatment, rehabilitation and safe and functional return to sport of student-athletes
- Supervise and train athletic training students in all aspects of therapeutic treatment, athletic training room operations, and athletic event coverage in the capacity of a clinical instructor
- Communicate the status of injured and recovering student-athletes to appropriate athletic department personnel and team physicians
- Assist in administering Pre-Participation Exams and determining readiness to participate.
- Coordinate and work collaboratively with a group of multidisciplinary medical providers.
- Travel to away games with sports as needed and assigned
- Serve as a leader and mentor to new hires, students, interns, and volunteers and provide guidance related to working under pressure, time management, organization, and professionalism
- Maintain up to date electronic treatment records, injury statistics and facility paper files
- Assist with the inventory of athletic training supplies and inventory of Prescription Drug program
- Plan and supervise rehabilitation programs for student-athletes, make necessary medical referrals, determine the student-athletes' ability to compete
- Assist in the screening and selection of athletic training students for curriculum admission as requested
- Assist athletic training students with preparation for certification examination
- Assist with the development of schedules to ensure appropriate coverage of the facility
- Assist with oversight and maintenance of the athletic training facilities and equipment
- Ensure that all activities are operated in compliance with NCAA, MWC and University rules and regulations. Report any violations, or suspected violations immediately per University protocols
- Other duties as assigned by the Associate Athletics Director for Sports Medicine

**Supervisory Responsibility:**

Who Supervises this Position:	Associate Athletics Director for Sports Medicine
Who is Responsible for completing the Performance Appraisal:	Associate Athletics Director for Sports Medicine
What other classifications does this Supervises:	Athletic Training Students, Athletic Training Interns



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**Required Education, Experience, Knowledge, Skills and Abilities:**

- Bachelor's degree from an accredited four year institution with an Athletic Training, Kinesiology or Health-related major course of study if applicant did not attend a MSAT program.
- Experience as an athletic trainer at the collegiate level
- NATA BOC Certification
- Familiarity with NCAA regulations regarding supplements and health and safety of student-athletes
- Outstanding communication and interpersonal skills required
- Excellent organizational skills
- Ability to:
  - Work cooperatively with coaches, staff, faculty, students and members of the community
  - Appropriately handle confidential and sensitive information
  - Work confidently and effectively in a high-stress environment
  - Exercise professional independent judgment and discretion
  - Perform all duties with integrity and professionalism
  - Work a flexible schedule including nights/weekends
  - Travel as required by the position
- Ability and willingness to support the equity and diversity commitments of the department
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- A history of regular attendance and positive performance evaluations

**Preferred Specialized Skills:**

- Master's degree in a course of study as described above is preferred
- Experience as a full-time athletic trainer at the Division 1 collegiate level
- Two or more years of experience as a full-time athletic trainer at the Division 1 collegiate level would qualify to be considered for the Associate Director of Sports Medicine working title.
- Experience with sport assignments listed in current job posting
- Proven skills using FMS or similar programming in the area of movement assessment and injury prevention
- Experience incorporating manual therapies in overall healthcare delivery
- Post surgical rehabilitation experience preferred

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

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.

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.



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Print Name	Signature	Date
Employee:		
Supervisor:		
Appropriate Administrator:		



# ATHLETIC CORPORATION

## CALIFORNIA STATE UNIVERSITY, FRESNO

### Position Description Form

Employee Name: \_\_\_\_\_ Position: Assistant/Associate Dir of Sports Medicine  
 Department: Athletic Corporation Date Prepared: March 2024

### WORKING ENVIRONMENT

**Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.**

#### PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. 11 to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. 26 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. 51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E. 76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F. Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Pushing or pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input checked="" type="checkbox"/>	<input type="checkbox"/>				
17. Being around scientific equipment and machinery						<input checked="" type="checkbox"/>	<input type="checkbox"/>				
18. Walking on uneven ground						<input checked="" type="checkbox"/>	<input type="checkbox"/>				

#### MENTAL EFFORT

#### ENVIRONMENTAL FACTORS

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Humid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. High places	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Hot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Wet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Change of temp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						13. Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						14. Noisy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						15. Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.



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