



## POSITION DESCRIPTION

Department:	Athletics
Classification Title:	Athletic Trainer I
Working Title:	Assistant Athletic Trainer
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

### Position Summary

Under the direction of the Deputy Athletic Director and with lead work direction from the Head Athletic Trainer, the Assistant Athletic Trainer provides support for all aspects of the athletic training services for approximately 550 student-athletes.

### Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

#### Essential Job Functions

**Daily 90%**

1. Physically prepare student athletes for practice and home and away competitions.
2. Apply bandages, tape and braces to prevent and treat injuries.
3. Use a variety of therapeutic modalities in accordance with physician's orders including, but not limited to, heat, cold, light, sound, electricity, and rehabilitation and exercise equipment.
4. Provide emergency care for any injury that occurs and determine proper treatment.
5. Evaluate and treat both acute and chronic injuries. Obtain medical history relating to the injury. Observe and palpate the injury and perform various stress tests to determine severity. Determine best course of treatment, which may include referrals to emergency rooms or a doctor's office. If possible and prudent, give care to the athlete in the training room and follow up with rehabilitation.
6. Determine the best course of action to return the athlete back to practice. Implement and oversee this program with the student athlete. Keep the coaches updated and involved, when possible, with the athlete's care and exercises. Find exercises the athlete can do without aggravating their injury that are related to their specific sport. Assist with the design of exercise programs that will keep the athlete in good cardiovascular condition without aggravating their injury. Educate the athletes about their injuries and treatments.
7. Assist with the coordination of physician care and visits. Serve as doctor's assistant when they are seeing athletes in the athletic training room or related facility. Take medical notes for each visit.
8. Fit athlete for any brace or splint required and for crutches if necessary.
9. Communicate with the physicians and physical therapists about the progress of athletes under their care as well as results from any diagnostic testing.
10. At the request of the student athlete, attend doctor's office visits with athletes who will be having surgery whenever possible to make sure the athlete is informed and understands the options and risks related to surgery on the injury.
11. Assist with the coordination of insurance and creation of medical files.
12. Assist with athletic training room meetings with teams. Teach student athletic trainers how to evaluate an injury and give appropriate care to athletes. Teach in-services about emergency care, evaluations, rehabilitation programs and modalities.

## **Related Job Functions**

**As Needed**

**10%**

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

## **Required Education, Experience, and Credentials**

---

Education and Experience:

- Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study and two years of experience as a certified Athletic Trainer in a high school or college environment or combination of education and work experience which provides the required knowledge and abilities. Course work must include completion of the Board of Certification (BOC) curriculum requirements.

Licenses, Certificates, Credentials:

- Possess a valid driver's license or the ability to obtain by date of hire.
- Possess and maintain Board of Certification (BOC) certification for Athletic Trainer.

## **Required Skills, Knowledge, and Abilities**

---

1. Thorough knowledge of and demonstrated ability to apply the principles and practices of conditioning and injury prevention, assessment and rehabilitation.
2. Demonstrated leadership and administrative skills in coordinating conditioning and rehabilitation programs and managing and treating injuries.
3. Thorough knowledge and demonstrated ability to provide emergency and preventative care through taping, bracing, massaging and use of various therapeutic modalities.
4. Proficiency in effective use of rehabilitation and exercise equipment.
5. Thorough knowledge of organizing and maintaining medical records, including insurance, following Health Insurance Portability and Accountability Act (HIPAA) standards.
6. Proven skill to effectively assess and evaluate injuries and their severity. Demonstrated ability to determine whether additional medical services are warranted.
7. Thorough knowledge and understanding of the rules, regulations and guidelines set forth by the NCAA regarding medical services warranted.
8. Demonstrated ability to recognize life-threatening situations and administer the appropriate emergency aid.
9. Thorough knowledge and understanding of Occupational Health and Safety Administration (OSHA) standards for blood borne pathogens.
10. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
11. Excellent interpersonal and communication skills to develop effective working relationships with athletes and to serve as liaison among athletics, coaching staff, parents, physicians and other health care professionals.
12. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
13. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
14. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
15. Thorough knowledge of English grammar, spelling and punctuation.
16. Ability to interpret, communicate and apply policies and procedures.
17. Demonstrated ability to maintain a high degree of confidentiality.

18. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
19. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
20. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Skills and Experience**

- At least 3 years of experience as a certified athletic trainer
- NCAA Division I experience preferred.
- Member in good standing with the National Athletic Trainer’s Association (NATA).
- First Aid and CPR/AED for the Professional Rescuer certification.

**Special Conditions**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work non-traditional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The incumbent is required to have the physical ability to lift materials and supplies weighing over 75 pounds per package (boxes, bags, etc.).
- 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.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**INCUMBENT:** I have read this position description and understand its contents.

---

INCUMBENT NAME	SIGNATURE	DATE
----------------	-----------	------

**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

---

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
-------------------------------------	-----------	------

**DEPARTMENT HEAD:** I certify that all statements on this form are complete and accurate.

---

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
--------------------------------	-----------	------

**HUMAN RESOURCES USE ONLY**

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Athletic Trainer I
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 8180 / 1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R02
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: n/a
<input type="checkbox"/> COI Position		Classifier Initials: SJ
Recruitment Number: _____		Date: 8/29/24