



<h1>POSITION DESCRIPTION</h1>
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**Department:** Athletics  
**Working Title:** Assistant Athletic Trainer  
**Job Code:** 8404  
**Time Base:** Hourly/Intermittent  
**Position Number:** 00006474  
**Union / Unit (if applicable):** California State University Employees Union (CSUEU) / Unit 2

**Position Reports To:** Associate Director of Athletics  
**Classification:** Athletic Trainer II  
**Range Code:** 1  
**Exempt or Non-Exempt:** Non-Exempt  
**Last Update:** 04-28-2022

**PURPOSE OF POSITION:**

Under lead direction of the Medical Director and the Head Athletic Trainer, the part-time Assistant Athletic Trainer will be responsible for providing athletic training services to members of intercollegiate athletics and cheer team during camps and clinics. The incumbent will also perform a full range of athletic training functions as determined by the needs of the Sports Medicine Room as a floater working with intercollegiate sports teams and/or individual student-athletes.

**MAJOR RESPONSIBILITIES:**

	<u>% of Time</u>
1. Delivery of Athletic Training Services for all Camps and Clinics	75%
2. Delivery of Athletic Training Services to the Spirit Program-Cheer	10 %
3. Assist with delivery of comprehensive athletic training services for our Intercollegiate Athletics teams and student-athletes.	15 %

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

- 1. Delivery of Athletic Training Services for Camps and Clinics**
  - Consult with head coach on set-up needs for each camp or clinic.
  - Provide first aid, contact/activate EMS in the event of an injury or illness.
  - Contact camper’s emergency contact if camper is injured or ill.
  - Review and approve camper medical paperwork prior to being allowed to participate in camp or clinic.
  - Document and maintain each camper’s medical records for each camp/clinic.
  - Consult with the Head Athletic Trainer, Team Physicians, and other health care providers on injuries/illnesses and treatment plans.
  - Communicate with Head Athletic Trainer and/or administrators and coaching staff on injury status and treatment protocol.
  - Coordinator with Head Athletic Trainer and the Associate Director of Athletics for Facilities and Operations on scheduling coverage for camps and clinics each semester.
  
- 2. Delivery of Athletic Training Services to the Spirit Programs (cheer team)**
  - Attend practices and scheduled athletic or campus events, both on and off campus, and provide medical emergency coverage. Travel with athletic teams may be required.
  - Consult with the Head Athletic Trainer, Team Physicians, and other health care providers on injuries/illnesses and treatment plans. Communicate with Head Athletic Trainer and/or administrators and coaching staff on injury status and treatment protocol.
  - Document medical records for Spirit Program members.
  - Document and communicate to the Head Athletic Trainer all injury reports and rehabilitation plans and progress.
  - Review and approve cheer team member’s medical paperwork prior to be allowed to tryout, condition, practice and compete.
  - Provide and facilitate health and well-being education to cheer team members.
  - Coordinate with the Head Athletic Trainer and the Associate Director of Athletics for Facilities and Operations on scheduling coverage for cheer team practices, schedules, and training room hours.
  - Provide first aid, contact/activate EMS in the event of an injury or illness
  - Contact emergency contact if cheer team member becomes ill or injured.

### **3. Assist with Delivery of Athletic Training Services**

- Prevent, recognize, and assess athletic injuries/illnesses as needed in the Sports Medicine Room, under the direction of the Head Athletic Trainer.
- Provide athletic training services by team or specific student-athletes.
- Implement preventive and rehabilitation programs to treat athletic injuries using the appropriate treatment protocol.
- Work with Sports Medicine Team by assisting with injuries, and subsequently developing treatment and rehabilitation programs, incorporating the appropriate therapeutic modalities and use of rehabilitation and exercise equipment.
- Consult with the Head Athletic Trainer, Team Physicians, and other health care providers on injuries/illnesses and treatment plans. Communicate with administrators and coaching staff on injury status and treatment protocol.
- Assist in maintaining appropriate medical records, insurance records, monitoring and verifying insurance billing.
- Assist with the development of rehabilitation programs for athletic injuries, including assisting in schedule and assigning students for therapy.
- Provide work direction to student interns as needed.
- May attend practices, competitions and/or athletic events of intercollegiate athletic teams.
- Other duties as assigned by Head Athletic Trainer.

### **PROVIDES LEAD DIRECTION OF OTHERS**

*Student Interns*

### **REQUIREMENTS OF POSITION:**

#### **1. List education and experience required**

- Bachelor's degree in athletic training, physical education, kinesiology, or related field plus two years of direct work experience in the field of athletic training; or an equivalent combination of education and experience.
- Possession and maintenance of NATABOC certification required.
- Emergency Cardiac Care (ECC) certification at the Basic Life Support/Professional Rescuer level by an approved NATABOC provider.
- Valid California driver's license required
- Preferences
  - i. Master's degree in athletic training, physical education, kinesiology or related field
  - ii. Certified Strength and Conditioning Specialist (CSCS)
  - iii. CPR/First Aid Instructor Certification

#### **2. List knowledge, skills, and abilities required for this position.**

- Incumbent must possess a comprehensive knowledge of the principles and practices of Athletic Training including conditioning and injury prevention, as well as injury assessment and rehabilitation
- Comprehensive knowledge of the full range of therapeutic modalities and their practical use and physiological basis as well as other therapeutic preventions and treatments such as taping, bracing, and massage
- Knowledge of effective use of rehabilitation and exercise equipment
- In-depth knowledge of NCAA rules, regulations and guidelines pertaining to student athletes, their training, sports medicine care, and health and safety and Occupational Health and Safety Administration (OSHA) standards for handling Blood Borne Pathogens
- Comprehensive knowledge of the process to maintain medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards and insurance procedures
- Ability to maintain strict confidentiality
- Ability to effectively assess and evaluate injuries and their severity
- Ability to develop conditioning and rehabilitation programs and manage and treat injuries
- Ability to use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries
- Ability to determine the appropriate referrals for athletes to other health care professionals
- Ability to recognize life threatening situations and administer the appropriate emergency aid
- Ability to use a computer to perform medical, insurance and other recordkeeping functions
- Ability to work in an environment with competing priorities
- Ability to demonstrate strong interpersonal and communications skills to develop effective working relationships with athletes and to serve as a liaison among athletes, coaching staff, parents, physicians and other health professionals.
- Demonstrated strong leadership, organizational and administrative skills required to assist with coordinating and maintaining the athletic training program at CSUSM.
- Demonstrated ability to communicate to give adequate directions and instructions to student interns.
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge and compliance with the NATA Code of Ethics Working knowledge of campus budget and related administrative processes and procedures.

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Campus Golf Carts

**4. Unique working conditions**

- Must be able to assist with or transfer athletes of various weight/heights.
- Must be able to push carts with athletic equipment on them.
- Must be able to stand for long periods of time, have good mobility skills and be able to walk long distances.
- Must be able to carry training kit and coolers for long distances.
- Must be able to withstand extended periods of time in the sun and outdoors.
- These physical demands are needed in order to meet the administration and delivery of Athletic Training Services to our student-athletes both in the sports medicine room as well as at our athletic competitions.
- Ability to travel and work evenings and weekends as needed.

**5. Other Employment Requirements**

- 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 Revised July 21, 2017 as a condition of employment.  General Reporter
- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Prevention (Title IX) training.
- This position is required to complete Sexual Harassment Prevention training "EDU Supervisor: Anti-Harassment, Discrimination, Retaliation"
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Off Campus Team Doctors: Weekly  
Student-Health Service: Weekly  
Secondary Insurance AIME; Monthly  
Kinesiology Dept.: Weekly  
Parents: Occasionally  
Coaches: Daily  
Department of Athletics Staff: Daily  
Vendors Selling Product: Monthly  
Potential Donors: Monthly  
University Facilities Staff: Monthly  
Clarke Fieldhouse Staff: Weekly

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting		X			
2. Standing			X		
3. Walking		X			
4. Bending Over		X			
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead		X			
8. Crouching		X			
9. Kneeling		X			
10. Balancing		X			
11. Pushing or pulling		X			

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying		X			
A. 10 lbs or less		X			
B. 11 to 25 lbs		X			
C. 26 to 50 lbs		X			
D. 51 to 75 lbs		X			
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs		X			
15. Eye/hand coordination		X			

Yes	No
X	
	X
X	

**MENTAL EFFORT**

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			X		
2. Writing		X			
3. Using math/calculations		X			
4. Talking			X		
5. Working at various tempos		X			
6. Concentrating amid distractions		X			
7. Remembering names			X		
8. Remembering details			X		
9. Making decisions			X		
10. Working rapidly			X		
11. Examining/observing details			X		
12. Discriminating colors		X			

**ENVIRONMENTAL FACTORS**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside			X		
2. Outside			X		
3. Humid		X			
4. Hazards		X			
5. High places				X	
6. Hot				X	
7. Cold			X		
8. Dry		X			
9. Wet		X			
10. Change of temp		X			
11. Dirty		X			
12. Dusty		X			
13. Odors		X			
14. Noisy		X			
15. Working w/others			X		
16. Working around others			X		
17. Working alone		X			

**SIGNATURES**

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature and all pertinent administrative personnel.

**Employee**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appropriate Administrator (MPP)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dean/Department Head/Director/AVP (optional)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_