



Clark Atlanta University Job Description

Position Title:	Associate Athletic Trainer (1) & (2)
Employee:	
Department:	Athletics
Reports To:	Assistant Director for Sports Medicine

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Responsibilities include assisting, where possible, the Assistant Director for Sports Medicine in developing, coordinating, and administering a comprehensive sports medical program for the University's intercollegiate sports. The Associate Athletic Trainer will assist with the prevention, assessment, treatment, and rehabilitation of injuries and illnesses. The Associate Athletic Trainer will also perform professional and administrative services, as assigned by the Head Athletic Trainer, essential for the successful implementation and development of the program. The associate athletic trainer reports to Assistant Director for Sports Medicine.

Examples of Duties and Responsibilities:

The Associate Athletic Trainer works in conjunction with, and under the direction of, the Head Athletic Trainer to provide the following services:

1. Developing overall sports medicine program for the University, including injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs, and counseling for student-athletes.
2. Providing athletic training services for the University's athletic department, including attendance at scheduled team practices and home and away competitions as necessary.
3. Participating in all mandatory testing of student-athletes and staff (COVID-19 related).
4. Coordinating and scheduling physical examinations and medical referrals for student-athletes to determine their ability to practice and compete.
5. Working in conjunction with the Sports Performance Coach and coaching staff to ensure safety in the design and implementation of fitness, nutrition, and conditioning programs customized to meet individual student-athlete needs.
6. Scheduling and coordinating athletic training staff coverage of all team practices and athletic competitions.
7. Evaluating and recommends new techniques and equipment that would enhance the benefit of the sports medical program.
8. Serving, as necessary, as a liaison with Emory Sports Clinic, its doctors.
9. Maintaining the Emergency Action Plans (EAP) for the University athletic teams/facilities.

10. Assisting with athletic department's insurance and student-athletes' insurance, and submits all necessary paperwork as needed. The Director of Athletics is kept apprised of all insurance claims and any issues with the medical insurance coverage.
11. Providing inspections of storage rooms and orders and maintain necessary inventory and supplies.
12. Gathering and maintaining yearly required medical documentations for student-athletes or teams under your care.
13. Maintaining and securing all records and documentations.
14. Participating in professional education or athletic staff and coaches.

Functional Tasks:

- The associate athletic trainer will demonstrate proper taping, strapping, bracing, and fitting of athletic equipment.
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- The associate athletic trainer will carry out all prescribed treatments and recommendations by the team/program/event physician.
- The associate athletic trainer will maintain NATA and CPR certification in accordance with those respective institutions.
- The associate athletic trainer must demonstrate knowledge of the principals of growth and development over the life span and possess the ability to assess data reflective of the athlete's status and interpret the appropriate information.
- The associate athletic trainer under the direction the Head Athletic Trainer develops treatment programs in accordance with findings of evaluations and goals established by the injury assessment or by the treating physician.
- The associate athletic trainer assesses athlete's status in response to treatment and modifies programs as appropriate.
- The associate athletic trainer applies treatment procedures and modalities in accordance with established indications and contraindications.
- The associate athletic trainer prepares athletes for treatment and insures comfort and safety of athletes.
- The associate athletic trainer instructs athletes in therapeutic exercise, and strength and conditioning programs.
- The associate athletic trainer informs student-athlete's families of important aspects of student-athletes' present condition, including concussions, wound care, first aid, and follow up care. Maintains records of waivers signed by student-athletes.
- The associate athletic trainer maintains insurance protocols and interacts directly with insurance claim representatives.
- The associate athletic trainer coordinates, as assigned by the Head Athletic Trainer, ambulance, hospital, and/or medical visits.
- The associate athletic trainer maintains records on medical travel when sing department's vehicles.

Knowledge, Skills and Abilities

- Must have first aid skills to help athletes address acute injuries, generally in a high-pressure situation such as a game.
- Must be CPR certified.
- Must have the skills to educate coaching staff, athletes and their families on injuries, healing processes and the proper methods of exercise and conditioning.
- Must possess good people skills, as well as a good grasp on proper methods of communication.

Minimum Hiring Standards

Education	Master's degree required. Must be National Athletic Trainers' Association Board of Certification certified. Must have or be eligible for Georgia state licensure.
Years of Experience Required	At least 3-5 years.
Years of Management/Supervisor Experience	3 years preferred

Employee

Date

Manager/Supervisor

Date

Human Resources

Date