



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b>Assistant Athletic Trainer</b>	<b>Wkly. Hrs./Weeks:</b>	40/48
		<b>Pay Grade:</b>	
<b>Department:</b>	<b>Athletic Training</b>	<b>Classification</b>	
<b>Reports To:</b>	<b>Head Athletic Trainer</b>	<b>Effective Date:</b>	06/27/2019

## SUMMARY

The Assistant Athletic Trainer plans, coordinates, and implements programs for the prevention, evaluation, rehabilitation, and emergency medical care of athletic injuries incurred by students engaged in intercollegiate sports programs. NATABOC certification with 3 years experience. Current AHA Healthcare Provider CPR certification. NSCA or NASM certification preferred.

## ESSENTIAL FUNCTIONS

- Develop preventative, therapeutic, rehabilitative, and emergency medical care programs for student-athletes.
- Evaluation and treatment of athletic injuries including emergency first aid and CPR.
- Refer student athletes to the team physicians/orthopedic specialists, physical therapists, hospital emergency rooms, or allied health care specialists, as appropriate.
- Travel with athletic teams to provide routine medical care of injured student-athletes.
- Advise and counsel athletes and coaching staff on matters related to injury prevention and care, conditioning, rehabilitation, training, diet, rest, substance abuse, and related matters.
- Measure and apply protective and therapeutic bandaging, wrapping, strapping, padding, braces, guards and other protective devices to prevent injury to student athletes.
- Administer and utilize modalities such as electrotherapy, cryotherapy, hydrotherapy, manual therapy, therapeutic /rehabilitative exercises and equipment, therapeutic heat, and ultrasound.
- Facilitate and collect pre-participation physical examinations from student-athletes.
- Act as a liaison between administrators, coaching staff, athletes, parents, physicians, and physical therapists.
- Maintain athletic training facilities and equipment in a safe and sanitary condition.
- Maintain inventory records of athletic training equipment and supplies.
- Insurance policyholder representative for assigned athletes.
- Regular attendance is essential
- Other duties as assigned

## COMPETENCIES

- Ability to design and implement fitness, and nutrition programs
- Ability to evaluate therapeutic requirements for student athletes, and fit and modify therapeutic and/or protective equipment
- Knowledge of CPR and emergency medical procedures
- Skill in the use of first aid procedures
- Knowledge of supplies, equipment, and/or services ordering and inventory control
- Ability to react calmly and effectively in emergency situations
- Ability to understand, follow, and enforce safety procedures

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Master's degree preferred.
- Experience: 2+ years in an athletic training position within an educational institution preferred

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

### WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

### ADDITIONAL INFORMATION

#### *Minimum Conditions for Beginning Employment:*

Prior to beginning employment, in accordance with The Master's University and Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*The Master's University and Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

### APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at

<http://www.masters.edu/campuslinks/employment.aspx>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

#### **Selection Process:**

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

#### **Application Procedures:**

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.