

Job Title: Head Athletic Trainer
FLSA Classification: Exempt
Reports to: Director of Athletics

Position Goal:

The goal for each member of the campus community is to believe and live consistently by the principles of the mission of the University.

The University of the Southwest (USW) mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come.
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society, contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

This position will be responsible for the organization, development and coordination of the USW athletic training program according to the goals and objectives of a NAIA Division I intercollegiate athletic program at the local, regional, and national level. This position will develop, organize, and manage the evaluation, treatment, prevention, and rehabilitation of injuries of all USW student-athletes. This position reports directly to the Director of Intercollegiate Athletics.

Essential Functions:

- a. Manage and supervise the health care of student-athletes for each of USW's sport teams.
- b. Evaluate injuries and coordinate any emergency medical response when a student-athlete is seriously injured in practice or competition.
- c. Utilize evidence-based techniques in the prevention, evaluation, treatment, and rehabilitation of athletic injuries.
- d. Develop and implement the appropriate rehabilitation programs when injuries occur, ensuring the student-athlete is medically cleared for return to competition in a safe and timely manner.
- e. Assist in the development of preventative conditioning program(s) within each sport to safely increase the maximum performance from each student-athlete while minimizing injuries.
- f. Organize and maintain all student-athlete medical records for the required NAIA timeframe, keep each file up-to-date to facilitate insurance billing and payments, and maintain proper documentation for any future medical or legal claims.
- g. Organize and direct preseason physicals with physicians and coordinate medical clearance for all team activities, including practice, conditioning, weight lifting, and competition.
- h. Ensure all required student-athlete paperwork is completed and filed prior to any team workouts.
- i. Act as a liaison between student-athletes, coaches, and team physicians regarding medical injuries or illness within a timely basis.
- j. Maintain and document NATA certification requirements and New Mexico state license (or have ability to quickly acquire NM license), CPR and First Aid for Healthcare Workers for all USW athletic trainers.
- k. Direct, supervise, and mentor associate athletic trainers to ensure appropriate coverages for all sport teams.
- l. Develop and utilize yearly budgets to order or acquire needed supplies, equipment, repairs, travel, membership dues, and professional development.
- m. Update and maintain EAPs as needed.
- n. Communicate with fellow athletic trainers in a timely basis before each sports' away competition for any student-athletes' medical needs.

Education, Experience, and Skills Required:

Master's Degree required in an appropriate field of study. A minimum of 3 years of athletic training and/or sports medicine experience at the NCAA/NAIA intercollegiate level preferred. NATA Certification in good standing, NM Athletic Trainers' License (or ability to acquire quickly), and current CPR and First Aid for Healthcare Workers are required. Proficient computer skills are also highly preferred.

Must possess a thorough knowledge and understanding of a NAIA-affiliated conference, departmental and University compliance rules and regulations as well as a commitment to those ideals.

Demonstrated commitment towards academic integrity and the graduation of the student-athlete.

Demonstrated commitment towards student-athlete welfare.

Demonstrated commitment towards fiscal responsibility.

Excellent organizational skills.

The ability to provide strong leadership and direction for assigned administrative area of responsibility.

Demonstrated ability to be a "Team Player" within the Department of Athletics and the University.

Commitment to the overall Mission, Philosophy, and Goals of the Department of Athletics and the University.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all-inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

Employee Signature

Date

Supervisor Signature

Date