



## POSITION ANNOUNCEMENT

**Job Title:** Athletic Trainer  
**Department:** Athletics  
**Reports To:** Head Athletic Trainer  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** August 18, 2021

### SUMMARY

This position will help manage the overall health care of Madonna University intercollegiate student athletes in conjunction with all athletic training staff. Maintains lines of communication with team physicians, coaches and other athletic trainers. Sport assignments will be determined by the Head Athletic Trainer.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages training room operations to include maintaining inventory, upkeep and cleanliness and proper working order of the athletic training facilities and equipment on a daily basis, providing adequate coverage of the facility and working with athletic staff to ensure coverage of all athletic events.
2. Maintains medical records for all student athletes to include physical exam forms, insurance and family information, medical histories, records of each injury evaluation, records of daily treatment and records of each insurance claim filed. Assists Head Athletic Trainer and Business Office with coordinating insurance claims processing.
3. Implements injury prevention programs whose minimum requirements include pre-game and practice taping and strapping, implementing flexibility and strengthening programs, consulting coaches on environmental considerations (cold, heat and humidity) and maintaining and applying protective equipment.
4. Evaluates athletic injuries to include obtaining medical history and running a battery of testing procedures to identify the injury and judge the severity of the injury as directed by standardized protocols.
5. Treats injuries by providing emergency care and first aid procedures for the injured athletes as directed by standardized procedures and/or a physician's recommendation.
6. Establishes the proper referral procedure for injuries which require the opinion of the team physician or medical specialist, emergency room, orthopedist, internist, dentist, etc.
7. Designs and supervises implementation of rehabilitation programs for each injury which at a minimum includes implementation of proper rehabilitation protocol as determined by established medical standards or a physician's prescription, monitoring and documenting the individuals' progress while adjusting the program to the athlete's tolerance and establishing a safe and graduated return to activity or the sport.
8. Provides practice and home game coverage for designated sports which may include weekend coverage.
9. Maintains NATA certification by following standards of continuing education.
10. Assists with student employment processes as needed.
11. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** Bachelor's degree required; master's degree preferred; CSCS Certification preferred; two plus years' experience and/or training; or equivalent combination of education and experience. NATABOC certified, licensed in the State of Michigan. Experience working collegiate athletics preferred.

**TO APPLY:** **External candidates** please complete the application on our website at [madonna.edu](http://madonna.edu). Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to [hr@madonna.edu](mailto:hr@madonna.edu). **Current employees** please complete the internal application on MY Portal >Employee Resources.

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.