

POSITION ANNOUNCEMENT

Job Title: **Head Athletic Trainer**
Department: Athletics
Reports To: Athletic Director
Salary: \$49,500

SUMMARY

The position is responsible for all aspects of the Madonna University health care for intercollegiate student-athletes in conjunction with all athletic training staff. Establishes and maintains lines of communications with team physician and other athletic trainers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the overall management of the training room operations to include ordering supplies and 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 staff to ensure coverage of all athletic events.
2. Oversees athletic trainers to help manage and assist the team physician in the pre-participation of physical exams for each student-athlete.
3. Maintains medical records for all student-athletes to include physical exams, insurance and family information, medical histories, records of injury evaluation, records of daily treatment and records of each insurance claim filed. Assists with coordinating insurance claim processing with athletic business manager and Athletic Director.
4. 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 (heat and humidity) and maintaining and applying protective equipment.
5. Evaluates athletic injuries to include obtaining medical history and running a battery testing procedures to identify the injury and judge the severity of the injury as directed by standardized protocols.
6. Treats injuries by providing emergency care and first aid procedures for the injured student-athletes as directed by standardized procedures and/or a physician's recommendation.
7. Establishes the proper referral procedure for injuries which require the opinion of the team physician or medical specialist, emergency room, orthopedist, internist, dentist, etc.
8. Designs and supervises implementation and 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 the student-athletes tolerance and establishing a safe and graduated return to activity or the sport.
9. Maintains NATA certification by following standards of continuing education.
10. Travels with teams to designated events, primarily post-season championships.
11. Provides practices and home game coverage for designed sports which may include weekend coverage.
12. Assists with student employment processes as needed.
13. Represents the athletic training room on the athletic department leadership council.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

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. Must have a valid driver's license, commercially insurable driving record, and own transportation. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

EDUCATION AND EXPERIENCE

Bachelor's degree; master's degree preferred; CSCS Certification preferred, or three to five years related experience and training; or equivalent combination of education and experience and training.

May be required to work outside of normal working hours.

TO APPLY:

Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

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.