Saint Michael's College
Job Description

Job Title: Assistant Athletic Trainer

Department: Athletics

Supervisor or Manager: Athletic Trainer

Date Created: 05/16/05  Last Revised: 05/16/05  FLSA Status: E

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Daily activities of the athletic training room are managed and appropriate care to student-athletes is provided
- Accurate and complete injury records and student-athlete files are maintained
- Adequate practice and home game coverage for 21 varsity teams and sub-varsity teams are supported
- Accurate inventory and fiscally responsible allocation of budget is ensured
- Effective communication is fostered with Athletics department staff, SMC Health Services and doctors
- Student workers are guided, motivated and supervised
- The athletic training room is a clean and healthy environment
- All equipment (ultrasound, electric stimulation, golf cart, etc.) is maintained appropriately and is in proper working order

Essential Duties and Responsibilities:
- Provides care to student-athletes and uses therapeutic modalities appropriately, when needed
- Communicates effectively with student-athletes regarding their health
- Ensures that all athletes complete health reviews
- Evaluates injuries, completes accurate written injury evaluations and prescribes courses of treatment/rehabilitation
- Applies appropriate taping technique to injured athletes in order to effectively support injured area
- Completes injury treatment travel forms for teams traveling without an athletic trainer.
- Advises student-athletes/coaches regarding injury prevention
- Searches available injury tracking software
- Ensures appropriate athletic training supplies, ice/water and stocked medical kits are provided for practices and games
- Provides practice and home game coverage for athletic teams, as assigned
- Travels with athletic teams and attends away practices and games, as assigned
- Assists in scheduling staff for athletic training room
- Allocates budget efficiently to ensure that athletic training room needs are met
- Organizes inventory in an orderly manner and devises inventory spreadsheet to maintain order
- Completes inventory at the end of the year
- Educates student workers in proper reading/application of therapeutic modalities and supervises their duties
- Complies with HIPPA and FERPA and educates self about the details and regulations
- Develops student-athlete consent forms regarding HIPPA and FERPA
- Within the regulations of HIPPA and FERPA, communicates with coaches, doctors, Health Services and parents regarding the health of student-athletes
- Organizes student-athlete files in a logical and orderly manner
- Sends out bids to various potential vendors and completes purchase order requests

Secondary Responsibilities:
- Accompanies student-athletes to hospital ER/MD appointments
- Assists student-athletes/coaches with fitness/weight training programs
- Helps teach CPR and first aid classes (certified instructor in First Aid and CPR/AED for the professional rescuer)
- Supervises and instructs athletic training students from other colleges and universities
- Attends Athletics department staff meetings
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**Positions Supervised:**
• None

**Major Contacts:**
• Student-athletes and their parents
• SMC Athletics department staff
• Health Services
• SMC Fire and Rescue
• SMC community at large
• Doctors of student-athletes
• Competing teams’ athletic trainers, athletes, coaches, athletic training students and athletes’ parents

**Demonstrates Excellence:**
• Maintains National Athletic Trainers Association Certified Athletic Trainer and Vermont State Licensed Athletic Trainer status in good standing
• Attends conferences, athletic trainer meetings and reads appropriate journals to stay abreast of current research and therapeutic techniques/trends; and also to satisfy NATA continuing education requirements
• Completes accurate written injury evaluations in order to maintain continuity of treatment for the student-athletes
• Remains knowledgeable of therapeutic modalities and is highly competent in the use of therapeutic techniques
• Assists Health Services with the coordination of pre-participation physicals in a professional manner
• Consistently cross-checks current health review cards against current varsity and sub-varsity team rosters for accuracy
• Educates student-athletes proactively regarding their injuries, treatment, rehabilitation and expectant return to play
• Counsels and is sensitive to student-athletes regarding psychological aspect of injury and recovery
• Refers student-athletes to appropriate student services when necessary (i.e. Health Services, orthopedic doctor, nutritionist, psychologist, etc.)
• Instructs student-athletes/coaches regarding stretching, fitness, weight training and sport-specific training programs
• Updates coaches regularly regarding status of injured athletes and relays important information in a timely manner

**Education and Work Experience:**
• Bachelor’s degree with 1-3 years of experience as a Certified Athletic Trainer
• Approved Clinical Instructor for CAAHEP programs

**Analytic Skills:**
• The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
• Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**

- NATA Certified Athletic Trainer
- State of Vermont Licensed Athletic Trainer
- Certified in First Aid and CPR/AED for the Professional Rescuer
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

**Physical Demands:**

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Athletic Trainer, the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Use of own vehicle required for off campus game/practice coverage

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.