



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSISTANT ATHLETIC TRAINER
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME (12-month, exempt)
DEPARTMENT:	ATHLETICS
POSITION SUPERVISOR:	DIRECTOR OF ATHLETICS-HEAD ATHLETIC TRAINER
DEPARTMENT HEAD:	VICE PRESIDENT FOR STUDENT LIFE

PRIMARY DUTIES/RESPONSIBILITIES:

The Assistant Athletic Trainer is primarily responsible for assisting the head athletic trainer in the management of the sports medicine enterprise in the athletics department. Responsibilities include, but are not limited to, assisting with the direction and coordination of all coverage and services of the athletic training room, assisting with the management of all aspects of student-athlete medical care while participating, communicating regularly with appropriate personnel, contributing as a full member of the athletics department and Monmouth College community. The Assistant Athletic Trainer will operate in accordance with NATA, NCAA, Midwest Conference, Midwest Lacrosse Conference, Midwest Women's Lacrosse Conference, Collegiate Water Polo Association and Monmouth College rules and procedures. Credentials should reflect proven success or ability in working with student-athletes and other personnel in a highly demanding academic environment.

SECONDARY RESPONSIBILITIES:

1. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Director of Athletics who reports to the Vice President for Student Life. The Assistant Athletic Trainer also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community.

EDUCATION, EXPERIENCE, AND CERTIFICATION:

- BOC Certified Athletic Trainer.
- Must be licensed or eligible for licensing in Illinois.
- Current Emergency Cardiac Care certification in line with the BOC requirements.
- The ability and willingness to travel and perform evening and weekend work
- Master's degree preferred, BS Minimum required.

- Prior experience working as a BOC Certified Athletic Trainer in the collegiate setting.

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with athletic training. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Excellent understanding of NCAA III philosophy. Commitment to the mission of a residential liberal arts college. Willingness and ability to work effectively with all campus and associated constituencies. Valid driver's license and satisfactory driving record.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- 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, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College. As the Assistant Athletic Trainer he/she will direct and lead the student-athletes within the guidelines of the principles of NCAA Division III and the Midwest Collegiate Athletic Conference (refer to the Monmouth College Statement of Athletic Philosophy).

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.

This is a full-time, twelve-month (year round) administrative position.