

## POSITION DESCRIPTION

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**TITLE: Assistant Athletic Trainer – (Exempt)  
10-Month, Full-Time**

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

The Assistant Athletic Trainer reports to the Head Athletic Trainer and is responsible for assisting the Head Athletic Trainer in all phases of the varsity athletic training program. In addition, the Assistant Athletic Trainer may be asked to teach related courses in the Physical Education program as determined in conjunction with the Physical Education Coordinator. The Assistant Athletic Trainer will also be responsible for assisting Head Coaches in constructing, implementing, and managing varsity athletics conditioning and strength training programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee's handbook.
- Clears all students for athletic participation.
- Evaluates, treats, and rehabilitates injured student athletes.
- Serves as a liaison with the team physician and the College health services.
- Arranges for proper treatment and rehabilitation of all injured student athletes.
- Recruits, trains, and supervises qualified undergraduate student athletic trainers.
- Schedules and arranges coverage for all practices and competitions.
- Communicates and cooperates with all head coaches in regard to injury and/or rehabilitation status.
- Establishes training programs and exercises with coaches, which will aid in the prevention of injuries to student athletes.
- Works with opposing institutions to provide coverage.
- Reviews and upholds all NCAA, Conference, and SMCM rules, regulations and policies.

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- Teaches related physical education classes as determined by Head Athletic Trainer and Physical Education Coordinator.
- Provides an annual report of activities and results including statistical analysis of all injuries and treatments.
- Serves as Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelors' degree required, masters preferred; CPR/First Aid Certification required with instructor status preferred, NATABOC Certification, Certified Strength Conditioning Specialist preferred.
- Experience: Two years experience at the intercollegiate level preferred.
- Certified Athletic Trainer.
- Must be State of Maryland licensed or eligible for licensure.
- Knowledge of NCAA and Conference rules and regulations preferred.
- Must possess a valid driver's license.
- Ability to travel required. Ability to work nights and weekends on a regular basis.
- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.