Assistant Athletic Trainer

DESCRIPTION OF JOB:

Assist the Head Athletic Trainer with the coordination and delivery of athletic training services to the student-athletes of Edgewood College, including but not limited to: evaluation and treatment of injuries at practices and games, design and supervision of rehabilitation programs, administration of athletic training operations as assigned, and referral of injured athletes to appropriate physicians according to the department’s insurance guidelines. Travel with athletic teams may be necessary at times, but shall not be required for all away contests.

This position is a full-time 10 month appointment; scheduled working hours vary including early mornings, nights, weekends and some limited travel. Salary is commensurate with experience.

Responsibilities:
1. Evaluation, treatment and rehabilitation of athletic injuries/illnesses (60%)
2. Education and dissemination of sports medicine related information to coaching staff and student-athletes. (20%)
3. Management of medical and communication records with members of the sports medicine staff, team physician, insurance companies and other constituents. (20%)
4. Perform other duties deemed essential to the operation of athletic training office as assigned by the Head Athletic Trainer or Director of Athletics

JOB QUALIFICATIONS

Necessary Education or Work Experience:
- Nationally Certified Athletic Training License (NATABOC)
- State of Wisconsin Licensure eligible (Athletic Training Licensure)
- Current CPR/AED certification for Health Care Providers or Professional Rescuers.
- 1-2 years of experience within an Intercollegiate Athletic Department (Required)
- Bachelor’s degree (Required); Master’s Degree (desired)
- Experience in an academic environment (desired)
- Collegiate athletic training experience is preferred

Required Skills and Knowledge:
- Knowledge, clear understanding and acceptance of the NCAA III Philosophy
- Strong work ethic, strong rehabilitation and treatment skills, ability to work as a member of a medical team
- Attention to detail
- Excellent communication skills (both oral and written)
- Excellent organizational skills
- Excellent interpersonal skills
- Time management skills
- Familiarity with academic policies, procedures, and services
- Have or be able to acquire a State of Wisconsin Driver’s License

Specialized Technology Skills:
- Comfortable with Microsoft Office 365
- Familiarity with SportsWare tracking software
• Training in basic Athletic Training modalities

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is

- Regularly required to sit;
- Frequently required to use keying skills, visual requirements associated with keying data, often detailed and numeric;
- The ability to interpret and respond to printed documentation;
- The ability to communicate effectively on the telephone;
- The noise level in the work environment is normal office conversation and can vary at events
- Frequently required to use hands to manipulate, handle, or feel
- The ability to talk and hear
- The ability to work irregular hours including nights and weekends
- The ability to perform heavy team-lifting in either emergent or non-emergent situations without compromising patient safety
- The ability to focus
- Travel to games and practices, with athletic teams, may be necessary at times, but shall not be required for all away contests (approximately 5% of coverage will require travel).

_The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified._

**Other Qualifications:**

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

**To apply:** Send a letter of application, resume, and references to:

Edgewood College  
Human Resources – ASAT  
1000 Edgewood College Drive  
Madison, WI 53711  
E-mail: humanresources@edgewood.edu  
Equal Opportunity Employer