



Job/Position Description Head Athletic Trainer

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), **cover letter, resume/curriculum vitae, and your salary requirements**. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- Position is anticipated to be filled **no later than** May 1, 2022.
- Position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Head Athletic Trainer

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The Assistant Athletic Trainers to contribute to its sports medicine program with a goal of developing an outstanding athletic training program as part of the university's goal of developing a model NAIA athletics program.

POSITION'S DEPARTMENT: Sports Medicine

POSITION'S DEPARTMENT RESPONSIBILITIES: The Athletic Training staff works with the head team physician to provide a comprehensive sports medicine program, including injury prevention programs, injury evaluations, injury management, treatment and rehabilitation, educational programs, and counseling of student-athletes. The staff attends all home competitions, many practices, and travels with some teams. Staffing decisions are influenced by the game injury rates, as reported by the NCAA.

POSITION'S DIRECT SUPERVISOR: Director of Athletics (Steve Wilson)

DATE POSITION LAST REVIEWED OR ANALYZED: February 2022; Revised by: Steve Wilson, Director of Athletics

POSITION'S EMPLOYMENT STATUS: Full-Time, staff, exempt, at-will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience. Full benefits apply as detailed in the Employee Handbook.

POSITION INFORMATION

POSITION'S SUMMARY: The position will direct with all aspects of the sports medicine program. The position is responsible for working with the head team physician in the development of the overall sports medicine program, including injury prevention programs, injury evaluations, injury management, treatment and rehabilitation, educational programs, and counseling of student-athletes. The position will direct, supervise, and evaluate all aspects of the athletic training program, including hiring, training and supervising full-time assistant athletic trainers. The position will be responsible for specific sport responsibilities, including attendance at team practices and home and away competition and primary injury management of team members. The position will also assist with a drug education program, manage athletic training budget, serve as the primary liaison with the athletics insurance provider, assist in fundraising; other duties as assigned by the director of athletics.

POSITION WORKS WITH: Team Physician, Director of Athletics, other Athletic Trainers, work study students, head coaches and student-athletes.

POSITION'S STAFF AUTHORITY: Oversight of Assistant Athletic Trainers and work study students.

POSITION'S BUDGET AUTHORITY: Oversight of Athletic Training budget.

POSITIONS PHYSICAL WORKING CONDITIONS: Athletic trainer room, outdoor sporting venues, and indoor sporting venue.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work outdoors during both hot and cold weather. Potential exposure to blood borne pathogens.

POSITION'S EQUIPMENT: University phone, computer, athletic training modalities, rehab equipment and supplies.

POSITION'S WORK SCHEDULE: Flexible hours, able to work nights and weekend, for practices and events.

POSITION'S TRAVEL REQUIREMENTS: Travel to away competition

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

1. Athletic Training Room (55%)
 1. Evaluate and assist athletic injuries
 2. Treatment and rehabilitation of athletic injuries
 3. Oversight of education programs for students in key areas like drug education and sports nutrition
2. Practice and Game Coverage (25%)
 1. Supervise practice and games for player safety
 2. Manage and treat athletic injuries
 3. Follow rules and guidelines set by the KCAC and NAIA
3. Management (15%)
 1. Scheduling of athletic trainers to insure coverage for appropriate teams and home events
 2. Hiring, managing, and reviewing the performance of athletic trainers
 3. Ensuring that every staff member meets the state and federal requirements to serve as an athletic trainer
 4. Conducting regular meetings and utilizing other forms of communication to direct the staff and provide continuing education
 5. Managing the athletic training budgets
 6. Ensuring that all emergency procedures are updated and shared with athletic trainers and coaching staff
 7. Ensuring that all coaching staff members have active CPR, First Aid and Blood-Borne Pathogen training

POSITION'S OTHER DUTIES (5%)

1. Serving on athletics department committees
2. **Perform other duties as assigned by the Director of Athletics**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Patient outcomes
- Student-Athlete Welfare - developing a mentoring relationship with student-athletes
- Ability to work with others
- Uphold the standards set by the NATA and BOC

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Master's Degree in Athletic Training or related field (or Bachelor's degree and three years of athletic training experience)
- **PREFERRED:** None

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** NATABOC Certified; Licensed or eligible for License in the State of Kansas (must acquire license within 30 days); Be or maintain first Aid, CPR, and AED certified; completion of online blood borne pathogen training (within 60 days of hire)
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** 3-5 years of experience in intercollegiate athletic training
- **PREFERRED:** 6-8 years of experience in intercollegiate athletic training

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED**
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Professional level written and oral communication skills
 - Track record of athletic training competency
 - Desirable teamwork and team-building skills
 - Good decision-making skills in critical or emergency situations
- **PREFERRED**
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.