



Job/Position Description  
**ASSISTANT ATHLETIC TRAINER**  
(Renewable 10 Month Employment)

**APPLICATION AND HIRING TIMELINE INFORMATION**

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to [daniel.o'connell@kwu.edu](mailto:daniel.o'connell@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified and continue until a hiring decision is made.
- Position is anticipated to be filled **no later than** August 1, 2018 if not sooner.
- Position begins August 1, 2018.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

**ADMINISTRATIVE INFORMATION**

**POSITION:** Assistant Athletic Trainer

**POSITION'S MAJOR OFFICE:** Athletics

**MAJOR OFFICE RESPONSIBILITIES:** Athletics is responsible for operations of 23 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The Athletic Trainers are 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:** Head Athletic Trainer (Daniel O'Connell)

**DATE POSITION LAST REVIEWED OR ANALYZED:** June 2018 - REVISED BY: Daniel O'Connell, Head Athletic Trainer; Reviewed by Mike Hermann, Director of Athletics; Frank Roth, HR.

**POSITION'S EMPLOYMENT STATUS:** Full-Time, staff, exempt (professional exemption), at-will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary is \$26,000, for a renewable 10 month position - paid over 12 months. Full benefits apply as detailed in the Employee Handbook.

**POSITION INFORMATION**

**POSITION'S SUMMARY:** The position will assist with all aspects of the athletic training program. 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 successful candidate may also have other duties assigned by the head athletic trainer.

**POSITION WORKS WITH:** Team Physician, Head Athletic Trainer, other Athletic Trainers, work study students, head coaches and student-athletes.

**POSITION'S STAFF AUTHORITY:** None.

**POSITION'S BUDGET AUTHORITY:** None.

**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 (65%)
  1. Evaluate and assist athletic injuries
  2. Treatment and rehabilitation of athletic injuries
  3. Assist in the education of sports nutrition to student athletes
2. Practice and Game Coverage (30%)
  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

### **POSITION'S OTHER DUTIES (5%)**

1. Supervising and teaching of work study students interested in pursuing a degree in sports medicine
2. Serving on athletics department committees
3. **Perform other duties as assigned by the Head Athletic Trainer**

**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
- 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: 2 years of experience in intercollegiate athletic training
- PREFERRED: 2 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 United Methodist affiliated 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.