

NOTICE OF VACANCY

POSITION TITLE: Assistant Athletic Trainer

SALARY: Dependent Upon Experience

REPORTS TO: Head Athletic Trainer

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance.

POSITION DETAILS: Full-time

HOURS: Hours dependent on sport coverage.

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

ABOUT USAO:

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

RESPONSIBILITIES:

The assistant athletic trainer will assist the head athletic trainer in management of the day-to-day sports medicine operations for the University of Science and Arts of Oklahoma (USAO). This includes responsibility for developing return to play protocols in conjunction with other members of the sports medicine team, provide injury prevention strategies, evaluate, treat, and rehabilitate student-athlete’s medical problems. They will also monitor any changes in mental, psychological, and physical health of the players through daily interactions and discuss with/refer to appropriate team medical staff. The performance of medical duties will be under the direction and supervision of the Universities’ Chief Medical Officer/Team Physician.

The assistant athletic trainer will work closely with institutional athletic and academic administration, coaches, National Association of Intercollegiate Athletics administration (NAIA),

as well as Sooner Athletic Conference (SAC) administration. This position will provide support for the sports medicine team by implementing/following USAO, SAC and NAIA policies and procedures that are aimed at improving the services provided by USAO. Collaboration is expected with all coaches and medical staff to coordinate care for injured athletes, monitor progression and create return to play protocols. This position will ensure documentation is accurate and recorded.

The assistant athletic trainer is responsible for aiding in the management of the athletic training room environment, daily operations, development of medical provision. They will assist in the ordering, maintenance, and inventory of supplies and clinical equipment. The assistant athletic trainer will work in conjunction with the head athletic trainer and university administration in the management of insurance programs for the athletic department.

It is expected that all licensed and certified athletic trainers, including the assistant athletic trainer, will act in accordance with the Oklahoma Medical Board State of Oklahoma Athletic Trainers Act Title 59 O.S., Section 525-535; the National Athletic Trainers' Association Bylaws, Policies and Procedures, and Code of Ethics. This 12-month position.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- First Aid, CPR, and AED Certified
- Current BOC certification as an Athletic Trainer
- Valid Oklahoma state licensure, or eligible
- Bachelor's degree required; master's degree preferred.
- A minimum of one year of work experience as a certified athletic trainer is preferred.

SKILLS & ABILITIES:

- Candidate must demonstrate strong interpersonal and verbal communication skills with the ability to build relationships with a wide range of constituencies. Must also demonstrate the ability to communicate effectively in writing, especially through e-mail. A strong customer service orientation is essential.
- Candidate must possess strong organizational, planning and time management skills with the ability to prioritize tasks. A strong focus on attention to detail is essential.
- Candidate must demonstrate strong problem-solving skills with the ability to identify, analyze problems and devise solutions.
- Candidate must possess basic skills of Microsoft Office programs i.e. Word and Excel. Demonstrated ability to learn and utilize injury documentation and insurance tracking software is essential.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.