



**TITLE: Assistant Athletic Trainer (salary \$30,000 per year) for Football and Wrestling**

**REPORTS TO: Head Athletic Trainer/Director of Athletics**

**BASIC FUNCTION:**

The Assistant Athletic Trainer is responsible for managing acute orthopedic and medical conditions related to athletic participation, performing initial injury evaluations, constructing and implementing rehab protocols, and making necessary medical referrals. The Assistant Athletic Trainer will also be required to stay current on all College, Mountain East Conference and NCAA policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee the day-to-day function of the athletic training room.
- Attendance at practices and games.
- Record-keeping (including secondary insurance).
- Assist with equipment management.
- Provide injury prevention, treatment, and rehabilitation for student-athletes.
- Keep an open line of communication with coaching staff and the strength and conditioning coach in regards to student-athletes currently/recovering from rehabilitation and treatments of injuries.
- Maintain scheduled office hours as well as be present at practices and competitions of assigned sports.
- Knowledge of athletic injury prevention and treatment techniques.
- Display the highest of ethical standards.
- Maintain professional conduct.
- Uphold the values expected of a Notre Dame College employee as outlined in the NDC employee handbook.
- Situation appropriate professional attire required at all times.
- Assist in Department of Athletics fundraising events.
- Abide by all compliance and regulatory expectations of the department, including but not limited to:
  - Notre Dame College Athletics compliance.
  - NCAA Division II bylaws, rules, regulations, policies, and procedures.
  - Title IX.
  - CLERY Act Regulations.
- Ensure that the program adheres to the rules and regulations of the Mountain East Conference.
- Other duties as assigned.

**ENVIRONMENTAL CONDITIONS:**

- Frequent evening and weekend hours.
- Some travel for practices, and competition.
- Physically active sporting environment requiring the ability to participate in all facets of training and competition of college athletic teams and to lift, move, push equipment and furniture.
- Subject to a criminal background check prior to employment.

**QUALIFICATIONS:**

- Bachelor's degree required. Masters degree preferred.
- 1 to 3 years experience in collegiate athletics.
- BOC certification.
- American Red Cross First Aid, CPR and AED training are required. CPR instructor certification preferred.

*Please submit cover letter, resume and salary requirements to: [careers@ndc.edu](mailto:careers@ndc.edu)*