

**NOTRE DAME COLLEGE
JOB DESCRIPTION**

TITLE: Assistant Athletic Trainer

DEPARTMENT: Athletics

REPORTS TO: Head Athletic Trainer/Director of Athletics

SUPERVISES: Student Workers & Work Study Students

CLASSIFICATION: Full-Time (10-month position – August thru May)

DATE REVIEWED: September 16, 2021

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 selected 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.
- Knowledge of athletic injury prevention and treatment techniques.
- 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.

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 of experience in collegiate athletics preferred.
- BOC certification.
- State of Ohio License in Athletic Training current or eligible.
- American Red Cross or American Heart Association, CPR and AED training are required. CPR instructor certification preferred.

HOW TO APPLY:

Please submit a letter of interest, resume and three professional references to **considered for this position to careers@ndc.edu**

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Notre Dame College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.