



# Andrew College

1854

**JOB TITLE:** Athletic Trainer

**REPORTS TO:** Athletic Director

**DEPARTMENT:** Athletics

**START DATE:** ASAP

**CLASSIFICATION:** Full Time Staff

**SALARY:** Negotiable

## **General Function:**

Andrew College is seeking a qualified Athletic Trainer. Under the general supervision of the Director of Athletics the Athletic Trainer is responsible for working to prevent athletic injuries by evaluating a student athlete's physical condition and establishing proper conditioning and rehab programs. When injuries occur, the Athletic Trainer will serve as a first responder by recognizing and evaluating the injuries, and subsequently developing treatment and rehabilitation programs. The athletic training room will be under full supervision of the Athletic Trainer in daily duties with student athletes following all protocols.

## **Duties and Responsibilities:**

- Fulfill the mission, vision, and strategic plan of the Andrew College department of athletics.
- Provides expertise in athletic training services to a wide variety of intercollegiate sports as currently the athletic department has 10 sanctioned NJCAA athletic teams including: baseball, men basketball, women basketball, men's golf, softball, men soccer, women soccer, men cross country, women cross country, and volleyball.
- Provides athletic training room, home games, and practice medical coverage of intercollegiate teams as needed. NJCAA and GCAA rules ensure that we have an athletic trainer on duty at all home games.
- Assists the respective coaching staff in designing and implementing conditioning and rehab programs.
- In collaboration with the Director of Athletics, assists with the development, management and implementation of athletic training policies and procedures
- Develops and administers rehabilitation programs for athletic injuries, including assisting in scheduling and assigning students for therapy, and referral to appropriate medical professionals.
- Maintains student athlete medical records including medical histories, injury reports, and treatment and rehabilitation programs.
- Assists in maintaining insurance records and monitoring and verifying insurance billings.
- Collaborates with the Director of Athletics for scheduling of student athlete physical examinations, and for scheduling any necessary post-season medical evaluations of student athletes; and coordinating all training room operations
- Collaborate with the acquisition and inventory of athletic training equipment and supplies, and assists in developing and monitoring the program budget
- Provides work direction and training to student assistants
- Oversees safety and supervision of Weight Room when rehab is needed
- Oversees safety and supervision of the Athletic Training room
- Performs other job-related duties and special projects as assigned

## **Comprehensive and in-depth knowledge of – but not limited to:**

- conditioning and injury prevention
- injury assessment and rehabilitation
- the full range of therapeutic modalities and their practical use and physiological basis including taping, bracing, and massage
- determine the appropriate referrals for athletes to other health care professionals
- effective use of rehabilitation and exercise equipment
- rules regulations and guidelines established by the NJCAA, GCAA, and Andrew College Athletic Department pertaining to student athletes, their training, sports medicine care, and health and safety
- Occupational Health and Safety Administration (OSHA) standards for handling Blood Borne Pathogen
- Up to date and knowledge of new and arising health concerns including Covid-19
- Maintaining medical records, including Health Insurance Portability and Accountability Act (HIP AA) standards and following insurance standards

### **Working Conditions**

While performing the duties of this job you may be required to lift and/or move heavy items. Due to the nature of this job you will also be required to work irregular hours, including nights and weekends. Due to the nature of the work, the applicant must be available to work irregular hours, weekends, evenings, and holidays, as required.

### **Minimum Requirements:**

- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.
- Bachelor's degree in Athletic Training, Physical Education, Kinesiology or closely related field;
- Must be a current certified Athletic Trainer.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: [www.andrewcollege.edu](http://www.andrewcollege.edu)**

**Jennifer Mitchell, Director of Human Resources**  
[hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)

**The review process will begin immediately and will continue until the position is filled.**

*Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.*

*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*