



Bluefield State University

Job Vacancy Announcement

Head Athletic Trainer

POSITION TITLE: Head Athletic Trainer

JVA #: 2022-14

DEPARTMENT: Athletic Department

ABOUT BLUEFIELD STATE UNIVERSITY ATHLETICS: Bluefield State University (BSU) is a member of the National Collegiate Athletic Association (NCAA) Division II. BSU Athletics is home to 22 men's and women's varsity sports (12 new sports including football), offering qualified students rewarding opportunities in athletic competition, training, and support activities. Athletic highlights include Men's Tennis as 8-time Atlantic Regional Champions, Men's Golf as 2016 USCAA National Champions, Men's Basketball as 2019 USCAA National Runner Up and Women's Basketball as 2-time ECAC Champions. Our dedicated coaches and staff are committed to recruiting promising student-athletes, developing their athletic and academic talents, and instilling leadership skills that contribute to their ultimate success in life.

POSITION SUMMARY: Reporting to the Vice President of Intercollegiate Athletics, the **Head Athletic Trainer** directs the athletic training program for Intercollegiate Athletics and oversees the training room. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Coordinates medical coverage for athletic events. Manages Athletic Trainers in the prevention, care, and rehabilitation of athletic injuries. Determines, with advice from doctors, when and at what level an athlete can return to participation in a sport. Directs departmental operations, including the development and implementation of department policies, processes and procedures. Oversees the success of student athletes' health and well-being as well as the effectiveness and efficiency of student athlete prevention of injury, rehabilitation, and treatment plans for injured student athletes. This position performs administrative duties as assigned.

CORE RESPONSIBILITIES:

- Direct the athletic training program to include physical evaluation and treatment services to student athletes in BSU sports programs; provide a comprehensive range of care, including operation of therapeutic devices and equipment, first aid application, customized fitness/nutrition/conditioning plans, and rehabilitation and medical referrals. Coordinate overall medical plan for student athletes on behalf of the athletic department.
- Collaborate with coaching staff in developing conditioning, weight training and nutrition programs for student athletes. Advises coaching staff as to daily medical status of injured players.
- Provide medical coverage for all home varsity athletic contests and practices, and arrange for athletic training coverage at all away contests. Provide a comprehensive sports medicine

program for the BSU sports programs; includes exercising leading-by-example by attending practices, competitions, training sessions, and travel as required.

- As a member of the Athletics leadership team, develop and implement policies, objectives, short-and long-range planning, projects and programs to assist in accomplishment of established goals. Assist in the annual budget planning process and regularly monitor expenditures.
- Direct and oversee the supervision of athletic training personnel, which includes work allocation, training, promotion, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
- Serve as a liaison between physicians, administrators, coaches, parents, and student athletes regarding injury prevention, diagnosis, care, management, treatment, rehabilitation and claim submission. Oversee the scheduling and follow-up appointments with medical providers of athletes for physician visits, diagnostic tests such as x-rays, MRIs, bone scans, laboratory tests, and professional consultations. Document all evaluations, treatments, rehabilitation, and medical provider visits in the sports medicine documentation software. Prepare daily reports monitoring types of injuries, treatments, comment on plan of action, and submit to coaching staff. Administer the insurance programs for the varsity athletes, including but not limited to: obtaining the most practical policy to provide the necessary coverage within the established guidelines; advising athletes and their parents or guardians regarding insurance policies and procedures; assisting athletes in filing claims. Coordinate with the team physicians and assist in the administration of pre-season annual physical exams for athletes prior to their first day of practice.
- Perform duties within the scope of an athletic trainer as defined in the West Virginia State Practice Act. Maintain current knowledge of health care needs of student-athletes; expand and enhance the entire circle of care for athletes. May counsel student-athletes in proper rehab and at-home medical care practices.
- Oversee daily management of training room, athletic billing, maintaining medical files, inventorying supplies and equipment, and general operations relative to the athletic training program.
- Oversee safety factors of athletic competition by ensuring elimination of undue hazards.
- Must maintain certification through NATABOC through the completion of continuing education during reporting periods and up-to-date CPR/AED training.
- Perform other duties as assigned by direct report, or Vice President of Intercollegiate Athletics. May include but is not limited to serving on committees, serves as game administrator assigned sports; coordinates senior day for all sports; update and revise Athletic Training policies and procedures as needed. Perform administrative duties as it relates to managing the athletic training program. Supervise student workers, athletic training students and/or graduate assistants. May serve as clinical preceptor. May instruct undergraduate courses pertaining to professional experience.
- Must be able to meet the extended hours and travel requirements of the position

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in athletic training from an accredited institution; Master's degree preferred.
- At least two years of experience as an Athletic Trainer required (may include Graduate Assistantships). Collegiate athletic training experience preferred.
- Certifications and Licenses: Certification by the National Athletic Trainers' Association (NATABOC).

- Current West Virginia State Athletic Training license, or eligible for, within 90 days of start date if hire. First Aid and CPR certified. Must maintain a valid U.S. Driver's License. Certifications and licensures must be kept in good standing at all times.
- Knowledge of NCAA recruiting rules and student-athlete eligibility requirements.
- Demonstrated planning and leadership skills.
- Ability to supervise and train employees including organizing, prioritizing, and scheduling work assignments; evaluating performance; and mentoring and coaching employees to achieve maximum productivity.
- Ability to evaluate therapeutic requirements for student-athletes, and to fit and modify therapeutic and/or protective equipment.
- Ability to react calmly and effectively in emergency situations.
- Ability to design and implement fitness, nutrition and/or conditioning programs.
- Skill in the use of first aid procedures.
- Knowledge of CPR and emergency medical procedures.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to develop and formulate working processes, policies, and procedures in area of expertise.
- Strong interpersonal and communication skills and the ability to work effectively with students, faculty, staff and parents, as well as a wide range of constituencies in a diverse community.
- Ability to collect, interpret, and analyze medical data, and to formulate, implement, and evaluate a plan of medical care.
- Ability to meet the extended hours and travel requirements of the position.

POSITION CLASSIFICATION/ COMPENSATION: Position is Nonclassified, Full-time 1.0 FTE, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position (please detail sport specific experience);
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Bluefield State University does not provide H1B visa or employment sponsorship.

DATE POSTED: July 14, 2022

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, July 29, 2022. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The University complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.