



Job Vacancy Announcement

Athletic Trainer

POSITION TITLE: Athletic Trainer

JVA#: 2026-41

DEPARTMENT: Athletics

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position.

POSITION SUMMARY: Reporting to the Head Athletic Trainer, the **Athletic Trainer** ensures 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. Contribute to the development, coordination, and administration of a comprehensive sports medicine program for the assigned sport(s). Perform a variety of duties regarding injury prevention, treatment, and management for injuries and post-injury rehabilitation, and refer to the team physician and medical consultants if necessary. Attend practice and training sessions, and travel with assigned sports to provide medical care as needed. Perform administrative duties as assigned.

CORE RESPONSIBILITIES:

- Serve as the athletic trainer for assigned sports programs. Document medical information and ensure all medical requirements are met. Report athletic injuries promptly and file them accordingly. Manage and monitor insurance claims for athletic-related injuries. Coordinate overall medical plan for the athletic department.
- Provide a comprehensive sports medicine program for the assigned by attending practices, competitions, training sessions, and travel as required.
- Perform duties within the five domains of athletic training, injury and illness prevention and wellness promotion; examination, assessment, and diagnosis; immediate and emergency care; therapeutic intervention; health care administration and professional responsibility.
- Communicate with coaches, strength staff, and other administrators regarding student-athlete injuries, limitations, and rehabilitation plans.
- Serve as a liaison between the department and medical personnel, sports dietitian, coaches, parents, and student-athletes.
- Oversee the scheduling and follow-up visits of athletes to physician visits, diagnostic tests such as X-rays, MRIs, bone scans, laboratory tests, etc.
- Document all evaluations, treatments, rehabilitation, and medical provider visits in the sports medicine documentation software.

- Prepare daily reports monitoring types of injuries, treatments, and comment on a plan of action, and submit to the 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.
- Maintain current knowledge of the 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.
- assigned by direct report.
- Supervise student workers, athletic training students, and/or graduate assistants. May serve as a clinical preceptor.
- Perform duties within the scope of an athletic trainer as defined in the West Virginia State Practice Act.
- 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 the direct report or Director of Intercollegiate Athletics. This may include, but is not limited to, serving on committees; serving as a game administrator assigned to sports; coordinating senior day for all sports; and updating and revising the Athletic Training policies and procedures manual as needed.
- Must be able to meet the extended hours and travel requirements of the position.
- Based on education, may instruct undergraduate courses pertaining to professional experience.
- Performs other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree in athletic training from an accredited institution is required—Master's preferred. Collegiate athletic training experience preferred. At least one year of experience as an Athletic Trainer is required (may include Graduate Assistantships).

Certifications and Licenses: Certification by the National Athletic Trainers' Association (NATABOC). First Aid and CPR certified. Current West Virginia State Athletic Training License, or eligible for one, within 90 days of start date if hired. Must maintain a valid U.S. Driver's License. Certifications and licensures must be kept in good standing at all times.

- Must be able to effectively maintain records, such as insurance claims and treatment plans, in a timely and accurate manner.
- Strong interpersonal, communication, and organizational skills.
- Ability to establish effective goal-oriented relationships with coaches, staff, student-athletes, and the medical community. Must be flexible and possess the ability to successfully handle multiple tasks/projects simultaneously and work well under pressure, independently, and in a team-oriented environment.
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds.
- Knowledge and understanding of NCAA rules and regulations.

- Ability to meet the extended hours and travel requirements of the position.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit 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;
2. A completed BSU Employment Application (form available at <https://www.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. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: July 29, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, **August 12, 2026**. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, 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 an H1B visa or employment sponsorship.