



Bluefield State University

Job Vacancy Announcement

Assistant Athletic Trainer (Two Positions Available)

POSITION TITLE: Assistant Athletic Trainer

JVA #: 2025-16

DEPARTMENT: Athletic Department

ABOUT BLUEFIELD STATE UNIVERSITY ATHLETICS: Bluefield State University (BSU) is a member of the National Collegiate Athletic Association (NCAA) Division II and the Central Intercollegiate Athletic Association (CIAA). BSU Athletics is home to 21 men's and women's varsity sports (including football), offering qualified students rewarding opportunities in athletic competition, training, and support activities. 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: Assist with developing, coordinating, and administering a comprehensive sports medicine program for the assigned sports. Perform a variety of duties in regard to injury prevention, treatment, and management for injuries and post-injury rehabilitation and refer to team physician and medical consultants if necessary. The position will attend practice and training sessions and travel with assigned sports to provide medical care as needed. This position will also perform administrative duties as assigned.

CORE RESPONSIBILITIES:

- 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 dietician, 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 and treatments, comment on plans 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 administrative duties as it relates to athletic training and the athletic department as assigned by direct report which may include supervising graduate athletic trainers.
- Supervise student workers, athletic training students and/or graduate assistants. May serve as 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 Athletic Director
- Based on education, may instruct undergraduate courses pertaining to professional experience.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in athletic training from an accredited institution required.
- 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, 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 organization 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.

PREFERRED QUALIFICATIONS:

Master's degree. Collegiate athletic training experience preferred.

POSITION CLASSIFICATION/ COMPENSATION: The 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. Positions are 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://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 for supporting documents. ***Also, Bluefield State University does not provide H1B visa or employment sponsorship.***

DATE POSTED: April 9, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, April 23, 2025. The review of applications will begin immediately. 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, 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.