



Bluefield State University

Job Vacancy Announcement

Director of Sports Medicine and Head Athletics Trainer

POSITION TITLE: Director of Sports Medicine and Head Athletics Trainer

JVA #: 2025- 29

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: The Director of Sports Medicine/Head Athletics Trainer (title is commensurate with experience) is responsible for overseeing the overall healthcare of student-athletes at Bluefield State University. This role includes providing injury prevention, evaluation, treatment, rehabilitation, and educational programs to ensure the safety and well-being of all athletes. **Not medical treatment.** The Director of Sports Medicine/Head Athletics Trainer will work collaboratively with coaches, athletic trainers, medical professionals, and other stakeholders to deliver comprehensive sports medicine services.

CORE RESPONSIBILITIES:

Leadership and Management:

- Oversee the sports medicine program, including the supervision of athletic trainers and support staff.
- Develop and implement policies and procedures related to sports medicine.
- Ensure compliance with NCAA, conference, and institutional regulations.
- Manage the sports medicine budget, including the procurement of supplies and equipment.

Clinical Care:

- Provide and coordinate medical care for student-athletes, including injury assessment, treatment, and rehabilitation.
- Develop and implement injury prevention programs.
- Maintain accurate and confidential medical records for all student-athletes.

- Coordinate referrals to medical specialists as needed.

Collaboration:

- Work closely with coaches to develop conditioning and training programs that minimize injury risks.
- Serve as a liaison between athletes, coaches, and healthcare providers.
- Participate in pre-participation physical exams and clearance processes.

Education and Advocacy:

- Provide educational programs on health, nutrition, and injury prevention to student-athletes and coaches.
- Advocate for the health and safety of student-athletes in all aspects of their athletic and academic pursuits.

Emergency Response:

- Develop and implement emergency action plans for athletic events and practices.
- Ensure the availability of first aid and emergency medical equipment.
- Provide on-site medical coverage for home athletic events and practices.

MINIMUM REQUIRED QUALIFICATIONS:

- Master's degree from an accredited institution in Athletic Training, Sports Medicine, or a related field is required.
- Certification by the National Athletic Trainers' Association (NATA-BOC).
- Current West Virginia State Athletic Training license, or eligible for.
- CPR/First Aid certified.
- At least three years of experience in collegiate Athletic Training.
- 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.

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. The position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with 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 an H1B visa or employment sponsorship.

DATE POSTED: June 26, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, July 14, 2025. 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.