

Alverno College Exempt Position Description

Position Title:	Head Athletic Trainer	Date:	July 2025
Department:	Athletics	Status:	Full-time/12-month
Reports To:	Director of Athletics and Recreation		

<u>Primary Function:</u>	Alverno College is seeking dynamic leader to serve as the head athletic trainer. The head athletic trainer is a full-time position responsible for overseeing the prevention, evaluation, treatment, and rehabilitation of injuries and related illnesses for all student-athletes on 7 intercollegiate athletic teams. AC is a growing, competitive athletic program and is a member of NCAA DIII, the NACC.
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Principal Responsibilities include but not limited to

1. Provide and manage athletic training services for the Alverno College Department of Athletics, including scheduling and coordinating sports medicine staff coverage for all team-related events, sports medicine budget oversight, emergency care, patient education, and all administrative duties as Head Athletic Trainer.
2. Schedule coverage for practices, home contests, and selected away contests, ensuring adequate medical support for student-athletes at all times.
3. Supervise and manage all athletic training staff, including any contracted or outside athletic training personnel.
4. Approve the strength and conditioning plan for intercollegiate athletics in collaboration with the strength and conditioning department, focusing on the development and implementation of flexibility, strength, and conditioning programs, and proper exercise techniques.
5. Educate coaches and student-athletes on student-athlete health and well-being, including injury prevention, concussion protocols, nutrition, hydration, and the philosophy of athletic training services.
6. Oversee the compilation, organization, input, and maintenance of all medical records for College student-athletes, and ensure the security of student-athlete insurance policies and medical records in adherence to College, HIPAA, and FERPA guidelines.
7. Arrange and maintain working relationships with appropriate medical personnel, including local physicians, specialists, and team medical consultants, for the evaluation, treatment, and care of injured student-athletes.
8. Serve as the primary liaison to all medical consultants, specialists, medical service providers, and the Alverno College Wellness Center.
9. Coordinate and schedule medical referrals and mental health evaluations for student-athletes, determining return-to-play status in collaboration with medical professionals.
10. Coordinate and facilitate any Department of Athletics drug testing programs in accordance with College, conference, and NCAA policies.
11. Serve as the designated NCAA Health Care Administrator for the College.
12. Oversee the organization and administration of the College's Exposure Control Plan for Bloodborne Pathogens in compliance with OSHA medical safeguard regulations.
13. Update and maintain the Emergency Action Plan for the Department of Athletics on an annual basis.
14. Ensure full compliance with NCAA, conference, Title IX, Department of Athletics, and Alverno College rules and regulations related to athletic training, student-athlete health care, and sports medicine services.
15. Oversee inventory management and tracking of all sports medicine equipment and supplies.
16. Develop plans for program enhancement and professional development for the sports medicine team.
17. Maintain the athletic trainer's yearly calendar of coverage and ensure appropriate staffing levels.
18. Participate in department meetings, committees, and official College functions, as appropriate.
19. Support and model Alverno College's commitment to a balanced and healthy lifestyle, including the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.
20. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Bachelor's degree with significant experience organizing and supervising an Athletic Training program
2. Preferred Master's
3. National Athletic Trainers' Association (NATA) certification
4. Licensed and/or eligible for licensure in the state of Wisconsin
5. Requires current certification in CPR / First Aid or the willingness and ability to become certified
6. Knowledge of NCAA and NACC regulations
7. Knowledge of the skills, techniques, and rules of athletic training
8. Ability to work in a team setting and work effectively with a variety of audiences and departments.
9. Ability to balance student needs and take on an institutional perspective
10. Requires the ability to work with and maintain confidential information
11. Requires strong communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents.
12. Requires strong problem-solving skills including the ability to calmly respond to emergency situations
13. Requires the ability to work in a variety of weather conditions for extended period of times.
14. Must be flexible with scheduling and be willing and able to work evenings and weekends
15. Requires current Wisconsin driver's license, meeting the requirements of Alverno for driving an Alverno vehicle.
16. Must be able to freely move throughout the facility. Requires the ability to frequently stoop, bend, sit and stand. Must have the ability to occasionally lift and/or move up to 50 pounds. Requires good manual dexterity.

Working Conditions

- General office environment
- Athletic Training Room Facility
- Courtside during indoor events
- Sidelines during outdoor events

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity