

## Alverno College Exempt Position Description

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**Position Title:** Head Athletic Trainer  
**Department:** Athletics  
**Reports To:** Director of Athletics

**Date:** June 2024  
**Status:** Full-time/10-month

**Primary Function:** 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 8 intercollegiate athletic teams. AC is a growing, competitive athletic program and is a member of NCAA DIII, the NACC.

### **Principal Responsibilities include but not limited to**

1. Provide and manage athletic training services for the Alverno College Department of Athletics regarding the scheduling and coordination of sports medicine staff for coverage of all team-related events, sports medicine budget, emergency care, patient education, and assure all administrative duties as Head AT.
2. Educate the athletic staff in the areas of student-athlete health and well-being such as injury prevention, concussion protocols, nutrition, and hydration.
3. Oversee the compilation, input, organization, and maintenance of all medical records for College student-athletes, and lead in the responsibility of maintaining and organizing the athletic training file system.
4. Ensure the security of all student-athlete insurance policy and medical records in direct adherence according to college, HIPAA and FERPA guidelines.
5. Approve the strength and condition plan for intercollegiate athletics in coordination with the strength and conditioning department regarding the development and implementation of flexibility, strength, and conditioning programs, and exercise techniques.
6. Coordinate and schedule, medical referrals, and mental health evaluations for student-athlete to determine return to play status.
7. Update Emergency Action Plan the athletic department annually.
8. Oversee inventory and tracking of all sports medicine equipment and supplies.
9. Recruit and retain local physicians to serve as team physicians and medical consultants, as the liaison to all medical consultants, specialists, and medical service providers.
10. Oversee the organization and administration of an Exposure Control Plan for Bloodborne Pathogens as dictated by the Occupational Safety and Health Administration (OSHA) medical safeguard regulations.
11. Maintain athletic trainer yearly calendar of coverage.
12. Develop plans for program enhancement and professional development for the sports medicine team.
13. Participate in department meetings, committees, and official College functions when appropriate
14. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.
15. 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. Requires the ability to talk and hear. Specific vision abilities include close vision and color vision.

## **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**

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