



# Bluefield State College

Job Vacancy Announcement

## Athletic Trainer

**POSITION TITLE:** Athletic Trainer

**JVA #:** 2017-13

**DEPARTMENT:** Athletic Department

**POSITION CLASSIFICATION:** This position is Nonclassified, Full-time (this position is currently .83 FTE; work is generally performed August – May), 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.

**POSITION SUMMARY:** The primary purpose of this position is to ensure 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. Also to assist in athletic administrative duties.

### **CORE RESPONSIBILITIES:**

- Athletic trainer for all (10) sport programs.
- Present for all practices, home competitions, and travel.
- Supervises a part-time trainer from the standpoint of treatments, rehab, sport coverage, practice preparation, and game management.
- Communicates with coaches, strength staff, and other administrators regarding student-athlete injuries, limitations, and rehabilitation plans.
- Organizes and supervises physical examinations and medical records concerning all sports; manages paperwork and documentation for assigned teams.
- Assist Student Health Services in ensuring completion of physical examination procedures.
- Provides and prescribes proper physical therapy and rehabilitative exercises for injured student-athletes; assists with diagnosis of injuries.
- Maintains current knowledge of health care needs of student-athletes; expands and enhances the entire circle of care for athletes.
- Counsels student-athletes in proper rehab and at-home medical care practices.
- Recommends and coordinates athlete visits with doctors and physicians as needed for injuries.
- Maintains adequate records of treatment of student-athletes and medicines stocked by Athletic Department.
- As Student-Athlete Advisory Committee Advisor (SAAC); coordinates meetings; coordinates events; coordinates fundraising events.
- Performs other duties as assigned by Athletic Director.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's Degree in athletic training required; Master's preferred. A minimum of 800 hours training under a National Athletic Trainers Association (NATA) certified athletic trainer and NATA certification required. First Aid and CPR certifications are required. Must be able to assess injuries and provide rehabilitation and treatment in accordance with NATA guidelines. Must be able to effectively maintain records, such as insurance claims and treatment plans, in a timely and accurate manner. Ability to plan and order supplies for all possible situations. Demonstrated excellent interpersonal, written and oral communication skills. Ability to meet the extended hours and travel requirements of the position. Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socioeconomic backgrounds. Knowledge and understanding of NCAA rules and regulations. Must maintain a valid Driver's License.

**COMPENSATION:** Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/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.

**DATE POSTED:** July 26, 2017

**CLOSING DATE:** Position is open until filled. A review of applications will began immediately. For full consideration, applications must be received by 4:00 pm EST, August 26, 2017.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not sponsor H1B VISA.*