



Position Title: Assistant Athletic Trainer
Reports to: Head Athletic Trainer, and Athletic Director
Classification: Exempt
WC Code: 8868
Position Type: Fifth Level Administrator

Major Responsibilities:

The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in the developing and administering a comprehensive sports medicine program for all of Florida National University's intercollegiate sports. The Assistant Athletic Trainer will also perform professional and administrative services essential for the successful implementation and development of the program. They will also perform sports specific trainings. Follow all FNU Policies, Procedures, Rules and Regulations, and the FNU Code of Ethics. As well as compliance with Title IX of Education Amendments Act of 1972, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR), Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and all other applicable federal, state and local laws, rules, and regulations.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's Mission, the Catalog, the University's Policies and Procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (i.e.: e-mail, voicemail) on a daily basis.
3. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in developing the overall intercollegiate sports medicine program, including but not limited to: injury prevention, evaluations, management, treatment and rehabilitation, as well as educational programs, and counseling for student-athletes.
4. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in providing athletic training services, including attendance at scheduled team practices, and home and away competitions as necessary. This includes, but is not limited to: taping, bracing, and padding of injuries; delivering therapeutic modalities; and performing necessary medical tasks (e.g. CPR, First Aid, AED, etc.).
5. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in maintaining the athletic training room, athletic training inventory, and other required materials to supply and operate the training room.

6. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in keeping and maintaining all records and documentation of student-athletes, including athletic physicals, insurance, injury reports, etc.
7. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in coordinating and scheduling physical examinations, and medical referrals for student-athletes to determine their ability to practice and compete.
8. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in working with student-athletes and insurance companies relating to athletic injury related issues/expenses (e.g.: submitting insurance claims).
9. The Assistant Athletic Trainer is responsible for assisting the Head Athletic Trainer in the formation of the FNU Athletic Training staff, including hiring recommendations, training and supervision of Graduate Assistant Athletic Trainers, and Student Athletic Trainers.
10. The Assistant Athletic Trainer will assist the Head Athletic Trainer schedule and coordinate the coverage of all athletic competitions, and necessary team practices.
11. The Assistant Athletic Trainer will assist the Head Athletic Trainer with programs customized to meet individual needs relating to fitness, strength and conditioning, and nutrition.
12. The Assistant Athletic Trainer will assist the Head Athletic Trainer with the development of the sports medicine program budget.
13. The Assistant Athletic Trainer will assist the Head Athletic Trainer with the development of the athletic department Emergency Action Plan.
14. The Assistant Athletic Trainer is responsible for completing the necessary requirements to maintain their athletic training licensure / ATC credentials.
15. The Assistant Athletic Trainer shall help oversee that the coaching staff is knowledgeable about basic First Aid, and all head coaches are certified in CPR / AED.
16. The Assistant Athletic Trainer will help evaluate and recommend new techniques and equipment that would enhance the benefit of the sports medical program.
17. The Assistant Athletic Trainer must adhere to all policies and procedures of the University, the NAIA, the USCAA, and the NAIA CAC Conference. This position may require the performance of any additional duties assigned as by the Director of Athletics.
18. The position requires someone with initiative and an energy level that will enable the individual to work long hours; usually 40-50 hours a week. Also, the ability to travel long distances via a variety of modes of transportation for several days, when necessary for certain contests. The position does include evening and weekend assignments.
19. Work compatibly and cooperatively with the coaching staff and all University personnel.
20. Project a positive image of the Florida National University within the extended community of all South Florida.
21. Perform special projects assigned by the President, Director of Athletics, or other supervisor.
22. Perform other duties as assigned.

- **This is a non-teaching full time position.**

Note: The use of computers and university resources is limited to school business purpose. Installation of any software is prohibited.

This job description for the Assistant Athletic Trainer position is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus, and over time depending upon various factors. These are general guidelines for this job position.