Independence Community College

Position Announcement

**Assistant Athletic Trainer**

Independence Community College (ICC) seeks applications for the position of **Assistant Athletic Trainer**.  Independence Community College, a small, rural, residential community college in southeast Kansas, serving the needs of full/part-time students and student athletes, has initiated continuous quality improvements through the AQIP accreditation process, and is a Character First organization. Independence Community College is an Equal Opportunity Employer. ICC is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, or disability.

**Position Summary**

The college is seeking an Assistant Athletic Trainer who will be responsible for the recognition, management and treatment of athletic injuries, and for maintaining procedures for rehabilitation and prevention of athletic injuries.  The Assistant Athletic Trainer will work in conjunction with the Head Athletic Trainer and licensed physicians to ensure that all medical examinations for all athletes meet college guidelines.  Additional duties may include: recruiting and supervising student athletic trainers, possibility of teaching classes in the sports medicine program, and maintaining inventory for equipment and training supplies.

**Qualifications**

Bachelor’s degree from an institution accredited by a nationally recognized accreditation agency required BOC Certification; First Aid/CPR certified. Either a copy of, or authorization for, a Motor Vehicle Record (MVR) is required.

**Working Conditions/Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of Athletic Trainer position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant.

1. Position generally requires light work with occasional lifting of 50 pounds or more, carrying supplies, equipment, instruments and small tools. The job requires varying amounts of sitting, climbing, kneeling, standing and walking. Occasional lifting of athletes, with assistance, may be necessary.
2. Ability to sit and stand for extended periods of time. Requires constant hand grasp and finger dexterity; frequent sitting and standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling. Ability to communicate verbally with an excellent comprehension of the English language.
3. Must have a valid driver’s license to drive from one location to another in the course of employment.
4. Work is generally performed in an indoor or outdoor setting.

**Position Information**

Assistant Athletic Trainer is a full time, 12-month position.   Salary is commensurate with education and experience and includes benefit package.  Start Date:  ASAP.

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Position Description

Assistant Athletic Trainer

The Assistant **Athletic Traine**r provides a health service under the direction of a physician for the prevention, immediate care, and management and reconditioning of athletic injuries.  The Assistant Athletic Trainer reports to the Head Athletic Trainer and works cooperatively with the athletic staff and related college personnel in Student Services.

**Primary Responsibilities**

1. The Assistant Athletic Trainer shall document all services in writing and place in the athlete’s permanent records.
2. Recording details of the athlete’s health status.  The documentation shall include: athlete’s name and identifying information; referral source; dates for initial assessment, results; program plan and estimated length; program methods, results and revisions; date of discontinuation and summary; and athletic trainer’s signature.
3. Responsible for managing and assisting with medical insurance claims and insurance records for the athletic department.
4. The Assistant Athletic Trainer shall maintain confidentiality as determined by law and shall accept responsibility for communicating assessment results, program plans, and progress with other persons involved in the athlete’s program.
5. The Assistant Athletic Trainer shall assess the athlete’s level of functioning.
6. Organize, maintain, and supervise athletic training equipment.
7. Recruit and supervise student athletic trainers.
8. Other duties as assigned.

**General Qualifications**

1. Time management and organizational skills.
2. Timeliness of reports and communications.
3. Collaborative, collegial, and responsible work habits.
4. High degree of ethical standards, including adherence to general rules for safety and procedures.
5. A commitment to high professional standards, including professional growth.
6. Clarity of thought and expression in oral and written communications.
7. Ability to communicate effectively with students, staff, and community.
8. Ability to identify need for crisis intervention.

**Specific Qualifications**

1. Bachelor’s Degree required. Master’s Degree preferred.
2. Athletic Trainer Certification.
3. Ability to move required equipment and lift up to 50 lbs.
4. Experience related to the scope of work and essential functions in the job description preferred.
5. Trainer must espouse a collaborative work ethic and a philosophy of higher education that is compatible with the mission of a comprehensive community college.
6. Valid driver’s license issued in the U.S., with the ability to maintain insurance under the college’s vehicle insurance plan.

**Application Procedure**

Position is open until filled. Candidates whose education and experience match or exceed the job requirements may apply on-line at [www.indycc.edu/hr](http://www.indycc.edu/hr) and include the following documents:

* Cover Letter
* PDF Attachments
  + Résumé
  + Transcripts (unofficial copies are acceptable for consideration, but official copies will be required for employment) from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.
  + Three references with contact information
  + A signed and completed Independence Community College application form