



## Job Description

### Assistant Athletic Trainer

JD: 2096  
Pay Grade: G08

---

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** 1-3 years of Athletic training experience preferred. First Aid/CPR/AED instructor preferred.

**Minimum Education Requirements:** Master's Degree in Related field. Bachelor's Degree from a CAATE accredited program.

**Direct Supervisor:** Athletic Director

**Supervisory Responsibility:** Direct (0); Indirect (0)

**Primary Work Location:** Office setting and sports facilities

**Certifications Required:** CPR, First Aid, Certified Athletic Trainer Certificate. Possess or be eligible for licensure in Maryland. Must be certified by the BOC

---

**Job Summary:** This position will be required to administer all areas required as an athletic trainer including but not limited to; injury care and prevention, first aid, injury rehabilitation, planning and record keeping for athletes. In addition this position will be required to assist with data tracking of athletes, assist athletic director with day to day operations, game management responsibilities at assigned games, and social media updates.

---

#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Identify all injury and illness risk factors associated with participation in competitive athletics.
- Responsible for making decisions on all injuries and illnesses through a thorough initial evaluation, for activating EMS, providing appropriate treatment, or referring to a physician.
- Assume responsibility for administering appropriate first aid, for the management of acute injury, and for recognition and evaluation of potentially serious or life - threatening injuries.
- Maintain complete medical - related records including insurance information and claims.
- Plan and implement a comprehensive rehabilitation and reconditioning program for athletic injuries and illnesses with the use of appropriate therapeutic exercise, rehabilitation equipment, manual therapy techniques and / or therapeutic modalities.
- Work directly with all coaches in the administration of their individual programs such as daily injury reports, musculoskeletal examinations, and safety and equipment recommendations.
- Interpret the role of the certified athletic trainer and promote athletic training as a professional discipline.
- Promote health care information, advises and counsels athletes, parents, and coaches on matters pertaining to the physical, psychological, and emotional health and wellbeing of



## Job Description Assistant Athletic Trainer

JD: 2096  
Pay Grade: G08

---

the competitive athlete and not to exceed the defined scope of his/her professional certifications and responsibilities.

- Occasional travel with the team will be expected and will be evaluated at the beginning of each team's season.
- Responsible for updated insurance compliance.
- Day to day management regarding prevention and injury care related to, but not limited to, Garrett sports camps, tournaments, and clinics held on Garrett College campus.
- Game day supervision, includes but not limited to site management of athletic events
- Assists in providing effective office management of the Office of Athletics
- Handles confidential materials and routine administrative matters for the Director of Athletics within prescribed guidelines.
- Maintains satisfactory liaison with all internal and external constituencies of the college community.
- Develops and ensures accuracy of information from the Athletics Department, including website, sports articles, and social media platforms.
- Assists the Director of Athletics and individual coaches in tracking student class schedules and enrollment via Jenzabar.
- Proof files, forms, records and documents for accuracy, completeness, and conformance to applicable policies and procedures.
- Assists with planning and execution of Athletic Events and Fundraising.
- Performs other duties as assigned

### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Principles of athletics in a community college setting
- Administration of athletic care of prevention
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Sensitivity of opportunities and needs related to students from diverse backgrounds, experience, and cultures.
- Athletic weight room management with an emphasis on athletic training and skill development.

#### **Skills**

- Strong management, leadership, and supervisory skills.
- Strong written and oral communications.
- Establishing and maintaining effective working relationships with students, parents, staff, and members of the public.
- Strong public relations skills, communication, and interpersonal skills.



## Job Description

### Assistant Athletic Trainer

JD: 2096  
Pay Grade: G08

---

#### Abilities

- Enforce NJCAA, conference, and regional rules.
- Commitment to academic excellence and development of personal integrity among student athlete.
- Work collaboratively with members of all constituencies of the College.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Ability to engage in significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, and pulling.
- Sit while driving two or more hours.
- Lift and carry items weighing as much as 60 lbs.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

---



# Job Description

## Assistant Athletic Trainer

JD: 2096  
Pay Grade: G08

---

### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---

---

---

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resources

---

Date