

Sul Ross State University Position Description

Official Title: Associate Athletic Director for Sports Health
Job Code: 1300 **Salary Group:** RU/6

Summary

Primary Function: The applicant will be the administrator for all medical/Athletic Training activities related to the Athletic program, to include coordination and providing coverage of sports. Perform other duties as assigned by the Athletic Director.

Secondary Function: The applicant will coordinate the student Athletic Trainer program for state licensure with the Kinesiology Department (Apprenticeship portion).

DUTIES

Administrative

- Serve as the Athletics Healthcare Administrator (NCAA).
- Serve as the Director of Athletic Training (ASC).
- Serve as the primary administrative liaison between the athletics department and the medical community regarding the health care of student-athletes.
- Responsible for the administration of department's secondary health insurance needs for the student athletes – review policy, premiums, deductibles, NCAA requirements and etc.
- Track Injury –incidents, severity, care and outcomes, per year and historically for trends.
- Establish and maintain an Emergency Action Plans for each venue (home sites).
- Establish and maintain a Policy and Procedure manual for the Athletic Training Services
- Establish the practice and game coverage/schedules, rehabilitation, assigns responsibilities, and supervises the assistant Athletic Trainer, any part-time/ volunteer Athletic Trainers and the student Athletic Training staff.
- Oversee the institutional drug testing program; provide reports for the Athletic Director, the judicator of the penalty portion of the program.
- Oversee the documentation of injuries, treatments, and rehabilitation of injured athletes; Ensure compliance of Federal Rules and Regulations (FERPA/HIPAA) regarding confidentiality and electronic communication; Gather primary health insurance on each student athlete before participation.
- Responsible for the Vivature contract – compliance and Athletic Training Billing.
- Serve as the Budget and Inventory officer for Athletic Training: Supply, Travel w/o Team, Maintenance and Operational (recertification of equipment, repair and capitol outlay).
- Keep current with State, District and National Athletic Trainers Association as a licensed and certified Athletic Trainer (professional development).

Healthcare

- Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times (OSHA).
- Direct oversight of the evaluation and treatment of injuries and illnesses to intercollegiate student-athletes.
- Refer ill and/or injured student-athletes to health services or the team physician(s) regarding their injuries and/or illnesses.
- Provide emergency medical evaluation, treatment, and injury triage to student athletes during practice and competition.
- Provide daily follow-up care and evaluation of injured and ill student-athletes and communicate with appropriate athletics staff regarding status of injury/illness and participation capabilities.
- Provide emergency medical evaluation, treatment, and injury triage to student athletes during practice and competition.

Apprenticeship Coordinator / Teaching

- Direct education and learning for the students involved in the Apprenticeship Program serving as the Apprentice Coordinator as deemed by the TSATA and TDLR
- Teach in the Athletic Training Division of the Sul Ross State Kinesiology Department.
- Assist the Kinesiology Department Chair to ensure compliance with TDRL, TSATA and Texas state law (4512 d) for Apprenticeship of Student Athletic Trainers in reference to the degree plan, courses offered and funding of supplies.
- Provide clinical experiences for student Athletic Trainers in the Apprenticeship portion of the program.
- Track student athletic-trainers' clinical hours, retention and pass rates for the Apprenticeship program.

Non-Essential:

Supervision

Received: Athletic Director / Medical Director (Team Physician)

Given:

Assistant Athletic Trainer, Coaches, student athletic trainers and any Part-Time/Volunteer Athletic Trainers

Education

Required: Texas Athletic Training licensure. A Master's degree with 18 hours in Physical Education or Kinesiology to serve as the Apprenticeship Coordinator for the Licensure program for Athletic Trainers.

Preferred: American Heart Association or American Red Cross Instructor Certification.

Experience

Required: Basic computer and Microsoft Office skills. Candidates should be well organized and capable of working both independently and as part of a team. Have at least 3-5 years of previous experience as an athletic trainer in an intercollegiate athletics program (NCAA, NAIA, or NJCAA). Must hold a current Texas state license as an Athletic Trainer and be in good standing with the TDLR.

Preferred: Board of Certification (BOC) for Athletic Trainer and either American Heart Association or American Red Cross Instructor Certification are also preferred.

Equipment/Skills

Required: Effective verbal and written communications skills are essential.