ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Head Athletic Trainer

DEPARTMENT: Athletics, Rose Hill

RESPONSIBILITIES:
- Manage all areas of the sports medicine program for the department’s 23 varsity programs and 550 student-athletes.
- Coordinate the proper evaluation, treatment, rehabilitation, and referral of athletically injured student-athletes for physician care.
- Ensure that all student-athletes are properly evaluated to determine whether they are physically able to practice and compete in the intercollegiate athletic program.
- Ensure communication with team physicians and coaches regarding treatment and follow-up care of student-athletes.
- Coordinate preseason physical examinations for all entering student-athletes and schedule appointments with specialists when deemed necessary.
- Ensure compliance with all University, Conference, and NCAA rules and regulations related to medical care for student-athletes.
- Administer the athletic department’s drug testing program, organize First Aid and CPR training.
- Attend scheduled practices, home and away competition for selected sports.
- Act as the liaison between the athletic department and student health services.
- Ensure and maintain documentation and record keeping of injury reports, progress notes, and communications with team physicians.
- Files and coordinates medical insurance claims for student-athletes.
- Supervise a staff of athletic trainers and work-study students.
- Coordinate with the strength and conditioning staff to ensure the proper design and implantation of fitness, conditioning and nutrition programs customized to meet the individualized needs of student-athletes.
- Additional duties as assigned.

QUALIFICATIONS:
- Master’s degree in Athletic Training, Exercise Science, or related field required.
- Minimum of five (5) years as a certified trainer, within intercollegiate athletics preferred.
- Certification by the National Athletic Trainer’s Association Board of Certification (NATABOC). First Aid and CPR certifications.
- New York State Athletic Training licensure or eligible for such licensure.
- Must be extremely well organized and highly motivated with strong interpersonal and communication skills. Ability to function in stressful situations.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: ASAP

SEND LETTER & RESUME TO: Susan Duffy, Sduffy19@fordham.edu

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