ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Athletic Trainer

DEPARTMENT: Athletics, Rose Hill

RESPONSIBILITIES:

- Performs injury evaluations of varsity student-athletes.
- Provides appropriate medical treatment to injured or ill student-athletes.
- Refers student-athletes to appropriate medical facilities.
- Attends home and away games for selected intercollegiate teams, as well as practices for assigned teams.
- Work evening and weekend hours as assigned.
- Provides first aid and emergency care when necessary.
- Communicates with team physicians regarding treatment and follow-up care of student-athletes.
- Documents injury reports, progress notes, and communications with team physicians.
- Files and coordinates medical insurance claims for assigned student-athletes.
- Coordinates preseason physicals with Health Center and assigned varsity teams.
- Communicates on a daily basis with coaches regarding the status of their student-athletes.
- Coordinates preventative injury programs while working with the strength and conditioning specialist.
- Assists with University drug testing program and coordinates in conjunction with the NCAA and the Center for Drug Free Sport.
- Notifies and educates student-athletes regarding NCAA banned drugs and supplements.
- Assists with the recruiting, supervision and scheduling of student athletic trainers.
- Administrative duties as assigned by the Head Athletic Trainer.
- Work with summer camps/clinics as assigned.
- Maintains all certifications (NATA, CPR, First Aid) and licenses (New York State).
- Collects HIPAA forms.
- Compliance with all NCAA, Atlantic 10, Patriot League, and University rules and regulations.
- Demonstrated understanding of customer service to the student-athletes and coaches

QUALIFICATIONS:

- Bachelor’s Degree required.
- 1-3 years’ experience working for an intercollegiate athletic program preferred.
- First Aid and CPR certifications, and NATA certification and New York State license required.
- Master’s Degree and experience as a certified trainer at the collegiate level with men’s and women’s sports preferred.
- Must be extremely well organized and highly motivated with strong interpersonal and communication skills. Ability to function in stressful situations.

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: Jill Shapiro, Fordham Athletic Department
sportsmed@fordham.edu

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