



Back to the Employment Listings on the Blessing Pages»  
<https://blessingpages.com/employment.html>

## EMPLOYMENT LISTING

### Athletic Trainer

Principia College, Elsah, Illinois

**Summary:** The Athletic Trainer reports directly to the Athletics Director. Works in concert with coaches, the Christian Science nursing staff, and local emergency medical systems to coordinate appropriate care for well-being of the College's student-athletes. This job requires some late evening work and a flexible schedule often including Saturdays (game days). The incumbent works with all athletes, athletics staff, community health care providers, and other members of the campus and community.

**\*Work Performed - Essential Duties:**

- Assists with the overall sports medicine program for the College to include injury evaluations, injury management, injury treatment and rehabilitation of student-athletes.
- Provide athletic training services for the College's Athletics Department to include attendance at scheduled team practices and home competitions
- Provide specific sport coverage as directed by the Athletics Director.
- Assists in the coordination and scheduling of physical examinations and medical referrals for student-athletes to determine their ability to practice and compete
- Helps to develop and keep current policies, procedures, and protocols for athletic training services based on professional standards, NCAA recommendations, physicians' advice, and departmental criteria
- Coordinates in conjunction with the HT the compilation and maintenance of statistical records of team injuries and medical data for the Athletics Department
- Maintains inventory of all equipment and supplies in the athletic training facility, order necessary equipment and supplies within allocated budget parameters.
- Assists with the maintenance of accurate records and receipts in conjunction with assisting Athletics Director in the development of the athletic training budget.
- Serve as Site Coordinator for the NCAA's on-campus drug testing program when/if necessary
- Coordinate and supervise the administration of the College athletic insurance coverage policy; ensure the proper filing of all related insurance claims
- Serve as the Athletics Department's AED site coordinator

- Works with HAT to coordinate the Athletics Department's HIPPA compliance guidelines, Blood Borne Pathogens, and Sanitation Policy as it relates to MRSA and electrical and equipment and safety guidelines.
- Assists with the maintenance of the Athletics Department's Emergency Action Plan in conjunction with the College Emergency Preparedness Plan (EPP) to include lightning and catastrophic guidelines
- Engage in professional development activities to stay abreast of current trends, policies, guidelines, and position statements provided by regulatory bodies in athletics, law, medicine and allied health care fields associated with the health care and safety of intercollegiate student-athletes
- Perform other job-related duties as assigned. Athletic Trainers will supervise, coordinate and at times help get students to outside medical appointments related to athletic injuries.

*Fully participates in professional advancement:*

- Attends professional clinics and conferences
- Keeps current in field by appropriate means available in print, electronically, or in person
- Joins and contributes to professional organizations
- Keeps certifications current

**To perform this job successfully, a certified athletic trainer should demonstrate the following competencies/standards for excellence in coaching:**

- Acumen – Proficiency (*talent, ability, aptitude*); Expertise (*expert skill, knowledge*)
- People Skills – Ability to communicate (*listening and relating*); Relationship building (*trust*)
  - *Recognizes that the department functions as a team in support of the whole of athletics*
- Conceptual Skills – Vision (*direction and meaning*); Initiative (*innovation and learning*)
- Track Record – Experience; Consistency (*pattern of success*)
- Discretion – Evaluate strengths and weaknesses (*candor*); Attract talent (*recruiting*)
- Judgment – Confidence (*self-reliance, assurance, boldness*); Composure (*poise in the moment*)
- Character – Modeling the way; Professionalism (*behavior, appropriate conduct*)
- Oral and Written Communication

**Minimum Qualifications:**

- Education: Master's degree required. NATABOC certified.
- Experience: 3-5 years of athletic experience in athletic training on the collegiate level.
- Skills:
  - Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and any other programs
  - Ability to communicate effectively and appropriately
  - Ability to maintain confidentiality of records and information
  - Ability to interact in an effective and appropriate manner with diverse populations, the College community, and the public
  - Ability to detect and correct grammatical and spelling errors in written correspondence

- Ability to maintain files accurately, in paper and in software programs
- Ability to handle multiple tasks simultaneously
- Thorough knowledge of human anatomy as it relates to the issues of athletic training and other related allied health care fields
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner
- Ability to interpret policies, procedures, regulations, and guidelines
- Ability to effectively care for and rehabilitate athletic injuries
- Ability to help students navigate insurance forms

\* The statements herein are intended to describe the general nature and level of work being performed but are not to be a complete list of responsibilities and are subject to change at the discretion of the employer. Additionally, they do not establish a contract for employment; all candidates for this position will be evaluated against the Athletics Department Standards for Excellence.

For more information: [www.principia.edu/jobs](http://www.principia.edu/jobs);

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