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.
- Responsible for rehabilitation on athletic related injuries.
- Provides first aid and emergency care when necessary.
- Refers Student-Athletes to appropriate medical facilities including scheduling student-athletes for medical appointments.
- Attends home and away games for selected intercollegiate teams, as well as practices for assigned teams.
- Work evening and weekend hours as assigned.
- Needs to be flexible with schedule changes while following the given clinic and sports coverage schedule.
- Communicates with team physicians regarding treatment and follow-up care of student-athletes.
- Documents injury reports, progress notes, and team physician doctor’s clinics in Fordham Sports Medicine injury tracking software.
- Files and coordinates medical insurance claims for assigned student-athletes.
- Coordinates preseason physicals with coaches, student-athletes and team physicians.
- 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 and files all student-athlete’s medical 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.
- Follows and enforces all Athletic Training Room rules.
- Maintains the cleanliness and organization of the Athletic Training Room.

QUALIFICATIONS:
- Master’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.
- Experience as a Certified Athletic 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

STARTING DATE: ASAP

Send Cover Letter and CV to: sportsmed@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.