



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Graduate Assistant Athletic Trainer

Job Class: Staff

Department: Athletic Department

Reports to: Head Athletic Trainer

FLSA status: Part-time (approx. 20-25 hours per week)/Non-exempt/academic year position

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

Current BOC certification and licensure in Athletic Training is required.

For more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

SUMMARY: Assist the Head Athletic Trainer in all aspects of our regionally and nationally competitive Division III program, featuring 22 sports.

BENEFITS of this position include tuition waiver for graduate school studies and \$5,000 additional stipend. The opportunity to join a staff with 80+ years of clinical experience in Athletic Training. Otterbein University offers a Master's of Arts in Allied Health in addition to other graduate school programs beneficial to this field. To learn more about Otterbein Athletics visit <https://www.otterbeincardinals.com/>

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Act as a Clinical Preceptor and supervisor to the Athletic Training Students (ATS) in the CAATE-Accredited Athletic Training Program.
2. Assist the Head Athletic Trainer (HAT) in the set-up, procedures, and physician coverage for participation Physical Exams (PPE) required for intercollegiate participation.
3. Review and discuss with the HAT and Head Team Physician (HTP) ALL disqualifying factors that may have been found during the PPE.
4. Ensure constant communication to the HAT on ALL health-related matters concerning all OC student-athletes.
5. Assist in the coordination and supervision of all regularly scheduled physician clinics by the ATS, as well as, communication with team physicians and help in coordinating follow-up care of ALL student-athletes.

6. Provide supervision of ATS at practice and home competition coverage of assigned Varsity and/or Junior Varsity men's and women's intercollegiate sports throughout the sports seasons.
7. Ensure proper documentation of injury to athletes through prudent record keeping and supervision of computer-based athletic injury and treatment recording system.
8. Provide health care education to coaching staff, student athletes, and students. Also provide referral for appropriate help or counseling.
9. Help coordinate and supervise the Freeman Athletic Training Center (FATC) use by Otterbein student-athletes and staffed by staff ATCs and ATS. Coordination of rehabilitative protocols may include liaison involvement with Otterbein team physicians, Ohio Health Physical therapists, Ohio Health Athletic trainers, athletes' personal physicians, orthopedic consultants, health center physician, or other healthcare personnel.
10. Provide acute and emergency care for "non-traditional" practice seasons and refer to appropriate provider as directed by the HAT.
11. Attend weekly and/or biweekly staff meetings.
12. Should be experienced with Microsoft programs (ability to prepare reports)/Windows 7 & 10/data analysis/website development/improvement.
13. Must be able and willing to facilitate department program projects, as well as support any activities, events, etc.
14. Show scholarly participation through local, state, and national professional advancement opportunities (i.e., membership in organizations, committees, research, speaking engagements, mentorship opportunities, etc.). Be willing to take advantage of opportunities to apply their academic skills to assigned tasks and develop new administrative skills while serving in this position. This assistantship should contribute to the students' intellectual growth and degree goals.

SUPERVISORY RESPONSIBILITIES: Athletic training students.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The graduate assistant must be accepted and enrolled into a Graduate School program at Otterbein University, must meet the requirements written within the Graduate School Policy Handbook and the Graduate Assistant Procedures.

EDUCATION and/or EXPERIENCE: BA/BS degree; pursuing a post graduate degree/or undergraduate certification; experience and demonstrated success in participation or coaching in a related field; knowledge in strength and conditioning for collegiate athletes preferred; computer skills preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Certification and Licensure in athletic training.

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Strong interpersonal and supervisory skills. Must take pride in and be thorough in quality work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgement in unusual or new situations. Must possess the ability to work effectively with students, faculty and staff from diverse communities and cultures. Must be able to work independently and must retain confidential information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must

occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting. Noise levels are consistent with normal office equipment operation. In addition, duties are performed on an athletic field subject to heat, dust, noises from players and fans.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs
Title IX Coordinator 614.823.1130
sfitzgerald@otterbein.edu