



Job Posting

Job Title: Head Athletic Trainer
Job Class: Administrative
Department: Athletic Department
Reports to: Director of Athletics
FLSA status: Exempt/ Full-time

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

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 2,495 undergraduate students in more than 70 majors and 393 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 9 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.

SUMMARY: Assist in the athletic training major and provide athletic training services for intercollegiate athletics programs by performing the following duties:

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

Provides practice and competition coverage of men's and women's intercollegiate sports throughout the sports season. Coverage includes proper staff supervision along with serving as a preceptor to the athletic training students assigned with each sport. This also includes assisting athletic administration with medical coordination and coverage of OAC and NCAA tournament events hosted by Otterbein. Some travel is required for all athletic training staff with their sport assignments.

Fall: maintains coverage of football, men's/women's soccer, men's/women's cross country, volleyball, men's/women's tennis, men's/women's golf and cheerleading. Other sport off-season programs assigned as needed.

Winter: maintains coverage of men's basketball and women's basketball, wrestling, indoor track, cheerleading, and preseason practice for spring sports.

Spring: maintains coverage of softball and baseball, men's and women's track, men's and women's lacrosse, men's and women's golf, and men's and women's tennis. Other sport off-season programs assigned as needed.

Evaluates athletic injury severity, deciphers disposition and management of injury providing necessary emergency care when needed.

Ensures proper documentation of injury to athletes through prudent record-keeping and supervision of computer-based athletic injury and treatment recording system as required for licensure documentation, insurance information and good athletic health care management.

Manages a timely insurance claims process on behalf of Otterbein Athletics and works closely with the University's Business and Risk Management Offices to ensure our compliance with the University Insurance Provider's recommended educational programming and paperwork.

Administers and coordinates student athlete health care, including pre-participation physicals and orthopedic screening, team physician(s) communication and follow-up are coordinated, supply inventory and acquisition, regular communication with Student Health Center and physician clinic scheduling and coordination.

Health care education of student athletes and referral for appropriate help or counseling.

Is responsible for the direct supervision of the athletic training staff including conducting annual evaluations.

Coordinates and supervises clinical rehabilitation center used primarily for Otterbein student athletes as staffed by staff and athletic training students.

Coordinates rehabilitative protocols many include liaison involvement with team physicians, orthopedic consultant and/or health center physician. Clinical rehabilitation includes prudent documentation.

Maintains campus partnership with the student health center and counseling center and coordinating efficient efforts with these groups.

Manages relationship with Ohio Health as Otterbein Athletics' partner in providing health care coverage for student-athletes. Coordinates the services and staffing provided through this relationship.

May be required to drive University vehicles.

SUPERVISORY RESPONSIBILITIES: N/A

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.

EDUCATION and/or EXPERIENCE: Master's degree in Athletic Training or relevant field; three or more years experience at the collegiate level as an athletic training; minimum of three years experience teaching and supervising student athletic trainers at collegiate level.

CERTIFICATES, LICENSES, REGISTRATIONS: NATA certification, Ohio State licensed.

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

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Knowledge of strength and conditioning for university athletes; strong interpersonal and supervisory skills. Must take pride in and be thorough in quality of 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 judgment in unusual or new situations. 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.

Travel with sport programs is often required.

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. 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.

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