



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Assistant Athletic Trainer  
**Job Class:** Administrative Staff  
**Department:** Athletic Department  
**Reports to:** Head Athletic Trainer/Athletic Director  
**FLSA status:** Full Time

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto: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>

**SUMMARY:** Assist the Head Athletic Trainer in all aspects of our regionally and nationally competitive Division III program, featuring 22 sports. To learn more about Otterbein Athletics visit <https://www.otterbeincardinals.com/>

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, paid holidays, medical, dental, vision, and 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.

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

Provide supervision of assigned teams at practice and home competition, coverage of assigned Varsity and/or Junior Varsity men's and women's intercollegiate sports throughout the sports seasons.

Assist the Head Athletic Trainer (HAT) in the set-up, procedures, and physician coverage for Pre-participation Physical Exams (PPE) required for intercollegiate participation.

Review and discuss with the HAT and Head Team Physician (HTP) ALL disqualifying factors that may have been found during the PPE.

Ensure that all Otterbein University (OU) athletes meet the medical standards set forth by the HTP as well as the NCAA standards that are needed to participate.

Abide by OU head injury protocol which includes administration of baseline and post-injury neurocognitive testing, evaluation, physician referral and return to play protocol.

Ensure constant communication to the HAT on health-related matters concerning all OU student-athletes when appropriate.

Assist in the coordination and supervision of all regularly scheduled physician clinics, as well as, communication with team physicians and help in coordinating follow-up care of all student-athletes.

Ensure 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, good health care management, insurance information and insurance claim forms.

Provide current evidence-based health care education to coaching staff, student athletes, and students.

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

Help coordinate and supervise the Freeman Athletic Training Center (FATC) use by OU student-athletes and staffed by staff ATCs and ATS. Coordination of rehabilitative protocols may include liaison involvement with team physicians, Physical therapists, athletes' personal physicians, orthopedic consultants, health center physician, or other healthcare personnel.

Arrange for acute and emergency care for "non-traditional" practice seasons, as necessary and when appropriate.

Attend regularly scheduled staff meetings coordinated by the Head Athletic Trainer and/or the Athletic Training Program Director, where current issues and/or problems can be discussed.

Show scholarly participation through local, state, and national professional advancement opportunities (i.e., membership in organizations, committees, research, speaking engagements, mentorship opportunities, etc.).

Act as a Preceptor to the Athletic Training Students (ATS) in the CAATE-Accredited Athletic Training Program.

Other responsibilities as assigned by the Athletic Director, Head Athletic Trainer, or Program Director.

#### **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 is required. Must have experience with Evidence-based medicine Must have experience and confidence to be a Preceptor for an Accredited Athletic Training Program. BOC – Certified. Ohio Licensure eligible. First aid and CPR Instructor optional. Experience working with an increasingly diverse student body and serving as a champion of inclusivity and diversity.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Ohio Licensure eligible.

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

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Knowledge of general program procedures. Strong interpersonal and supervisory skills. Must take pride in and be thorough in quality of work produced. Must maintain up to date and accurate documentation.

**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.

Requires travel for varsity and junior varsity.

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 primarily in an environmentally controlled athletic facility setting; exposure to noise is common during athletic events.

*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 Diversity Recruitment Statement**

In order to develop an inclusive community for instruction, research and outreach, Otterbein University embraces diversity and cultivates leadership, integrity, and engaged citizenship among our students, faculty and staff. This collegial and vibrant environment promotes and nurtures perspectives that are enabled through differences in culture, experience and values. To achieve this goal, the university emphasizes diversity in the recruitment, retention and advancement of students, faculty and staff. 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. 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](mailto:sfitzgerald@otterbein.edu)