

ASSISTANT ATHLETIC TRAINER

JOB SUMMARY

This position will report to the Athletic Director and work in the athletic department in conjunction with the head athletic trainer to provide athletic training related services to all Ozarks' student-athletes.

DUTIES AND RESPONSIBILITIES

- Prevention, treatment, assessment, and rehabilitation of athletic injuries.
- Medical coverage of games and practices.
- Provide post-surgical rehabilitation of athletic injuries in accordance with physician's protocol.
- Coordinate doctor's appointments for student-athletes.
- Complete and process primary and secondary insurance paperwork.
- Maintain documentation of treatments, medical records, injury reports, physicals, etc.
- Maintain requirements for continuing education, professional development, professional responsibility.
- Comply with SCAC/NCAA rules and regulations and support NCAA DIII/SCAC philosophy and mission.
- Supervise work-study students.
- Represent the University of the Ozarks at SCAC/NCAA/AATA/SWATA meetings and conferences as necessary.
- Game day responsibilities: field set-up, water, ice, etc.
- Assist with educational sessions for athletic department coaching staff regarding university policies and procedures as well as CPR/AED /First Aid certification.
- Travel with athletic teams as assigned.
- Represent the University of the Ozarks on and off the field in a positive and professional manner.
- As requested, be available for public presentations, career fairs, or any venue for promoting health care, athletic training, or the University of the Ozarks.
- Depending on the university's needs, may be assigned to teach courses as mutually agreed upon between the athletic director and the appropriate division chair.
- Be active members of state, district, and national associations.
- Meet Professional development requirements to maintain state licensure and NATABOC certification.
- Other duties as assigned.

SKILLS AND ABILITIES

- Experience working with Microsoft Office Word Pro, Excel, PowerPoint.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students.
- Work evenings and weekends as required.

QUALIFICATIONS

Required: Bachelor's degree
Current and in good standing NATABOC certification
Current and in good standing Arkansas State License in Athletic Training
First Aid/CPR/AED certification

Preferred: Master's degree

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a **letter of application; resume and three current letters of references** to: humanresources@ozarks.edu