**Job Title:** Assistant Athletic Trainer  
**Division/Department:** Athletics  
**Location:** Gaulke Athletic Center  
**Reports to:** Athletic Director and Head Athletic Trainer

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Student Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>Exempt X</td>
<td>Non-Exempt</td>
<td></td>
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<tr>
<td><strong>Hours worked Per Week:</strong></td>
<td>40</td>
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**POSITION SUMMARY:** The Assistant Athletic Trainer is responsible for providing assistance to student-athletes, coaches, and other athletics personnel in support of injury prevention, evaluation, treatment, and related activities. The Assistant Athletic Trainer position is a nine-month position scheduled to work mid-August through mid-May.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
Demonstrate an attitude and behavior that reflects the mission and values of the university and athletics department.
- Provides assistance to student-athletes, coaches, and other athletics personnel in support of injury prevention, evaluation, treatment, and other activities including full rehabilitation programs and physician referral.
- Maintains appropriate documentation for each student-athlete/incident.
- Facilitates related administrative activities including medical insurance billing, etc.
- Participates in developing athletic training education programming and other outreach to ensure the health of student-athletes.
- Remains up-to-date on topics in athletic training and maintains required and relevant certifications and skills.
- Provides assistance to the head athletic trainer and athletic director in support of athletic training projects, programs, and initiatives.
- Other duties as assigned.

**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:**  
Bachelors degree’s and be certified by the National Athletic Trainer’s Association, have or be eligible for Oklahoma athletic trainer licensure, and it is recommended to have at least one year of work experience as an athletic trainer with either intercollegiate or professional athletics.

**OTHER SKILLS AND ABILITIES:** Must administrate the documentation of all student athletes’ insurance compliance and physical examinations prior to athletic participation.

**COMPUTER SKILLS:** Use and fluency in Certified Athletic Training programs for insurance and documentation purposes is required.

**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. Must be flexible to work irregular hours to include early mornings and/or late evenings. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

**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. The noise level in the work environment is usually moderate.