



Athletic Trainer *Athletics*

POSITION SUMMARY

Occidental College is a private, co-educational liberal arts institution with an enrollment of 2,000 undergraduate students. The College is located in Northeast Los Angeles, within the community of Eagle Rock between the cities of Pasadena and Glendale. The academic achievements of our students have placed Occidental among the most prestigious colleges in the nation.

Occidental College Athletics programs are affiliated with the NCAA Division III, and are a member of the Southern California Intercollegiate Athletic Conference (SCIAC). The Athletic department sponsors 20 intercollegiate sports.

As-needed position, Monday through Friday, weekends, evenings, and holidays.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Reporting to the Assistant Athletic Director for Sports Medicine, assist with the duties and responsibilities of providing medical services for approximately 500 student-athletes who participate in 20 intercollegiate sports.
- Create and implement effective programs for the prevention, evaluation, treatment, and rehabilitation of student-athlete injuries and illnesses.
- Educate and counsel student-athletes about their injuries/illnesses.
- Assist with the daily operations in the athletic training room and the services provided by the sports medicine staff.
- Provide medical coverage for practices and competitions.
- Assist with the coordination of referrals to appropriate medical providers and specialists.
- Assist with student-athlete medical clearances.
- Maintain timely and accurate documentation relating to student-athlete medical records, sports medicine services, and athletic training room functions.
- Assist with the coordination and processing of insurance claims related to intercollegiate injuries.
- Communicate and collaborate effectively and professionally with sports medicine staff, team physicians, coaches, administrators, and other Athletics department staff.
- Communicate with parents, when necessary.
- Provide timely updates to head coaches regarding the status on and treatment plans for student-athletes.
- Assist with the maintenance of the athletic training room; including cleaning, disinfecting, and organizing all equipment, tools, and furnishings.
- Perform other duties as assigned by the Head Athletic Trainer.

QUALIFICATIONS

- Bachelor's degree in Athletic Training, Physical Education, or other related field required.
- Master's degree preferred, but not required.

- Current NATABOC certification required.
- Current CPR/AED/First Aid certification required.
- Excellent interpersonal and collaborative skills.
- Ability to work a varied and changing schedule including nights, weekends, and holidays.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.