ATHLETIC TRAINER
Department of Athletics

POSITION SUMMARY

Reporting to the Assistant Athletic Director for Sports Medicine, the athletic trainer will assist with executing the duties and responsibilities of providing exceptional medical services for approximately 500 student-athletes who participate in 20 NCAA Division III intercollegiate sports teams in the Southern California Intercollegiate Athletic Conference (SCIAC). This is a full-time, 10-month position with full benefits.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Essential duties and responsibilities include, but are not limited to, the following:

1. Design and implement effective and high-quality programs for the prevention, evaluation, treatment, and rehabilitation of student-athlete injuries and illnesses.
2. Educate and counsel student-athletes about their injuries and illnesses.
3. Execute the daily operations in the athletic training room and the services provided by the sports medicine staff.
4. Provide medical services, including urgent and emergency care, during practices and competitions.
5. Apply protective taping, bracing, and padding for student-athletes.
6. Coordinate referrals to appropriate medical providers and specialists.
7. Execute all processes related to student-athlete medical clearances.
8. Maintain timely and accurate documentation relating to student-athlete medical records, sports medicine services, and athletic training room functions.
9. Coordinate and process insurance claims related to intercollegiate injuries.
10. Communicate and collaborate effectively and professionally with sports medicine staff, team physicians, coaches, administrators, and other Athletics department staff.
11. Communicate with parents, when necessary.
12. Provide timely updates to coaches regarding the status on, and treatment plans for, student-athletes.
13. Supervise and manage student workers.
15. Travel with teams for away competitions, as deemed necessary by the Assistant Athletic Director for Sports Medicine.
16. Ensure the maintenance of the athletic training room; including cleaning, disinfecting, and organizing all equipment, tools, and furnishings.
17. Manage inventory; order and organize supplies and equipment.
18. Serve on Athletics department and College groups and committees, as deemed appropriate by the Assistant Athletic Director for Sports Medicine.
19. Participate in continuing education opportunities.
20. Maintain good standing with the NATA Board of Certification.
21. Perform other duties as assigned by the Assistant Athletic Director for Sports Medicine.
QUALIFICATIONS

Minimum Qualifications:
- Bachelor’s degree, with athletic training experience working in the collegiate setting.
- Certification and good standing with the NATABOC.
- Current CPR & AED certification.
- Possession of an in-depth knowledge of human anatomy and physiology, and medical terminology.
- Strong working knowledge of, and ability to implement, the theories, principles, practices, and techniques of injury prevention, evaluation, treatment, and rehabilitation.
- Demonstration of excellent collaborative and interpersonal communication skills when working with a diverse group of patients, clinical staff, and other professional staff.
- Demonstrated empathy, sensitivity, and emotional intelligence when working with patients.
- Proven ability to meet multiple demands in a high-volume, fast-paced environment.
- Proven ability to work independently to successfully meet goals.
- Ability to successfully work a varied and changing schedule that includes nights, weekends, holidays, and limited overnight travel.

Preferred Qualifications:
- Master’s degree preferred.

APPLICATION INSTRUCTIONS

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

Review of applications will begin on June 1, 2022, and the position will remain open until filled.
Employment will begin on July 16, 2022.

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 whose underrepresentation 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.