



# Sports Medicine Student Assistant

## *Athletics*

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*Fall 2022 through Spring 2023*

### **Duties/Responsibilities:**

The Sports Medicine Student Assistant is responsible for assisting the Oxy Athletic Trainers (ATs) with the day-to-day operations of the Sports Medicine Department. In this position the Sports Medicine Student Assistant will:

- Maintain a high level of professionalism with the Sports Medicine staff, student-athletes, coaches, and other Athletics staff.
- Assist with the healthcare of Oxy's varsity student-athletes participating on 20 NCAA intercollegiate sports teams.
- Provide First-Aid treatment to student-athletes.
- Apply taping, bracing, and padding techniques for student-athletes, as directed by the AT staff.
- Execute the Sports Medicine set-up and break-down procedures for team practices and competitions.
- Assist the AT staff with the medical coverage of team practices and competitions.
- Under the direct supervision of the AT staff, assist with the rendering of student-athlete treatment and rehabilitation plans.
- Assist with the execution of the weekly on-site Physicians' Clinic.
- Maintain the organization and cleanliness of the Sports Medicine facility.
- Attend and participate in educational in-services.
- Perform office administrative tasks and medical record keeping.
- Maintain the highest level of confidentiality with medical records and information.
- Adhere to the Sports Medicine dress code (attire will be provided).

### **Qualifications:**

- Professional, highly motivated, self-starter, eager to learn, positive attitude, collaborative, excellent communication skills.
- Ability to multi-task and execute duties and responsibilities in a fast-paced and busy environment.
- Ability to positively receive and act upon direct instruction and performance feedback.
- Ability to work proactively and independently.
- A passion for athletics and the professional fields of athletic training, sports medicine, or physical therapy.
- CPR, First Aid, and AED training. *(Can be completed after hire.)*
- Blood Borne Pathogens and HIPAA training. *(Can be completed after hire.)*
- Oxy Authorized Driver Procedures. *(Can be completed after hire.)*

- Proficiency in the Google Suite of Applications.
- Ability and flexibility to work a varied schedule including evenings, early mornings, weekends, holidays, and campus breaks.

**Start date:** 08/21/2022

**End date:** 05/20/2023

**Work Schedule:** The work schedule varies depending on the scheduled events of each week. The Sports Medicine Student Assistant must be available to work during later afternoons and evenings on weekdays; during mornings, afternoons, and evenings on weekends; on holidays; and during campus breaks (e.g., fall break, Thanksgiving break, Spring break, etc.).

**Hours Per Week:** 8

**Starting pay rate:** \$16.04

To apply, please submit student employment [application](#) and cover letter to [jgonzalez28@oxy.edu](mailto:jgonzalez28@oxy.edu), Assistant Athletic Director for Sports Medicine.

