

Assistant Athletic Trainer

Summary: This full-time position assists with Sports Medicine Training for all of Queens' NCAA Division II Athletics programs under the direction of the Head Athletic Trainer. This is a 10-month position paid over 12 months. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and therefore is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities include:

- Assist the Head Athletic Trainer with daily operations of the athletic training room
- Provide proper injury evaluation, treatment, and rehabilitation of athletic injuries
- Uphold the standard operating procedures of the athletic training room and ensure proper use of equipment by athletic training students and student-athletes
- Provide daily coverage of sport practices and events as assigned by the Head Athletic Trainer
- Travel with assigned teams
- Weekend coverage and some overnight travel to be expected
- Maintain proper documentation on all injuries for evaluation and treatment
- Assist with injury claim filing procedures, maintenance of inventory and supply ordering
- Must attain NC Athletic Training License (annually) and maintain CEU requirements
- Approved Clinical Instructor (ACI) for athletic training students

Non-Essential Duties

- Special projects and other duties may be assigned to achieve Sports Medicine / Athletics / University goals.

Experience, Knowledge and Skills Required

- Current NATABOC certification
- Eligible for NC Athletic Training Licensure
- First Aid, CPR and AED certified
- Experience in managing multiple athletic teams
- Must be able to provide proper injury evaluation, assessment, treatment and rehabilitation for athletic injuries
- Willingness and ability to regularly work early morning, evening and weekend hours and travel with athletic teams/athletes, usually by provided transportation and or private vehicle.
- Strong communication, interpersonal and leadership skills
- Flexibility, confidence, and ability to work independently as well as contributing to team efforts and objectives
- Attention to detail and proven ability to manage competing priorities effectively
- Proven ability to plan, organize and control projects through to completion within given timeframes
- Strong follow-up and follow-through skills, including accurate documentation skills, particularly relating to treatment plans for student athletes
- Valid North Carolina driver's license with no serious infractions
- Bachelor's degree or equivalent combination of education and experience

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**SM-AAT**" and **YOUR NAME** in your email Subject Line.
(**Example:** SM-AAT Shawn Mullin)

Applications received by November 30, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin,

disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office environment, involving contact with students, parents, faculty, staff, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- Work has regular evening and weekend hours and requires regular travel with athletic teams/athletes, usually by provided transportation and or private vehicle.

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.