

PAID INTERNSHIP: Athletic Trainer (2 positions)

The Department of Athletics at Queens University of Charlotte is a leading NCAA Division II program in the United States distinguished by its commitment to transforming the lives of its students, and consistently competing at the highest possible levels. Housing 32 varsity level sports, the Royals are a member of the South Atlantic Conference with the men's and women's swimming teams competing in the Bluegrass Mountain Conference. Additionally, Queens has ranked top 10 in the NCAA DII Learfield Directors' Cup standings for four consecutive seasons.

This 9-month intern position in the Sports Medicine and Wellness Performance department will work approximately 30 hours/week August 2021 through May 2022. Specific sports assignments will be made upon hire. This position reports to the Associate Athletic Director for Sports Medicine and Wellness Performance. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for hours worked above 40 in a single work week.*

Duties and Responsibilities

This is a great opportunity to apply athletic training in a practical, hands-on manner. This position will:

- Manage the care of student-athletes competing in the school's athletics programs.
- Follow all NATA/BOC/NCAA guidelines, best practices, and code of conduct.
- Provides medical coverage and care for the assigned team(s).
- Daily communication to direct supervisor, coaches, and sports performance staff on injuries/limitations, etc.
- Accurately update student-athlete EMR daily.
- Performs administrative duties as assigned.
- Must be flexible in schedule to cover evening and weekend hours.

Non-Essential Duties

- Special projects and other duties may be assigned as needed

Experience, Knowledge and Skills Required

- Bachelor's or Master's degree from a CAATE accredited institution.
- BOC Certified or eligible
- NC State Licensure eligible
- Strong interpersonal skills
- Strong communication, organization, and writing skills
- Ability to build rapport and interact effectively with coaches, student athletes, administrators, and vendors
- Extremely organized, self-starter, intrinsically motivated
- Strong organizational, management and leadership skills
- Ability to prioritize assignments and meet deadlines



- Knowledge of NCAA and South Atlantic Conference rules and regulations
- Valid, unrestricted U.S. driver's license required and willingness to regularly travel between facilities

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. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Contact information for three professional references.

Be sure to include "**INTERN-AT**" and **YOUR NAME** in your email Subject Line.
(**Example:** INTERN-AT Shawn Frances)

Review of submissions will begin on August 21, 2021, and continue 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.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and



innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

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)*

- *Eye-Hand Coordination:* Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator, and other office equipment.
- *Talking:* Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion:* Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Average Hearing:* Able to hear average or normal conversations and receive ordinary information.
- *Average Visual Abilities:* Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength:* Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 20 pounds, and occasionally lift and/or move up to 30 pounds.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the internship, including early mornings, nights, and weekends.
- Must be able to work in office and athletics environment while having contact with students, staff, faculty, parents, service providers and vendors on any given day.
- This internship has deadlines, multiple interruptions, and can be stressful.

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



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of
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