Position: Assistant Athletic Trainer  
Full Time, 9 Months

Reports to: Associate Director of Athletics for Sports Medicine and Administration/Senior Woman Administrator

General Statement of Duties:
The Houghton College Athletic Trainers seek to provide medical services; including the prevention, recognition, evaluation, care and rehabilitation of athletic injuries to the physically active. We aim to serve the athletic population at Houghton College, striving every day to lead and labor as scholar-servants while glorifying our Lord God

Essential Functions:

- Provide daily injury prevention, on-site evaluation and treatment, and rehabilitation of student-athletes.
- Make appropriate and timely decisions when treating an injured student-athlete.
- Assist with the compilation, input, and organization of daily medical records on SportsWare.
- Assist with scheduling student-athletes with the Team Physician through the Health Center.
- Be on-site for scheduled team practices and home and away games as necessary.
- Assist with the inventory and stocking of all athletic training room supplies and equipment.
- Travel with athletic teams as necessary and as directed by the Head Athletic Trainer.
- Share in the responsibility of maintaining and organizing the athletic training room file system, including medical records and pre-participation paperwork.
- Assist in the organization, administration, and education of athletic training students, including but not limited to:
  - On-Site supervision of athletic training students
  - Preparation of athletic training students for the BOC examination
- Report the status of injured student-athletes to the coaching staff and Associate Director of Athletics for Sports Medicine and Administration/SWA.
- Assist with the scheduling of athletic training students/pre-physical therapy students’ athletic training observation hours.
- Complete annual end-of-season athletic training treatment reports for student-athlete’s files.
- Determine a student-athlete’s ability to practice and/or compete in consultation with the Team Physician(s).
- Maintain certification requirements of the Board of Certification (BOC) and the State of New York.
- Perform additional duties and assist with special projects as assigned.

Success Profile:

- Team Player: Ability to collaborate with other members of sports medicine team (Team Physician, Head AT, Assistant AT).
- Communication: Ability to communicate accurately and thoroughly with athletes and coaches.
- Problem solver- Ability to be creative in order to solve problems. Using your resources to get the job done.
• Responsible: Provides the best care possible to the athletes.
• Flexible: Open to change and ability to adjust and work in a changing environment.

**Statement of Requirements:**

- **Education:** Bachelor’s required (Master’s preferred).
- **Experience:** Previous athletic training experience preferred
- **Other:**
  - Certified by the Board of Certification (BOC)
  - Licensed to practice Athletic Training in the State of New York.
  - Current certification in First Aid/CPR/AED

Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments. Please [click here](http://www.houghton.edu) for a complete copy of our non-discrimination policy.

**Application Procedure:**
To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

1. Cover Letter
2. Resume
3. 3 References
5. Answers to the following questions:
   1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
   2. What motivates you to seek employment with an institution that strives to work together in the manner described in the Community Covenant?
   3. Do you have any questions or concerns regarding either the Doctrinal Statement or Community Covenant?

Application materials will only be accepted via email. Phone inquiries will not be accepted. Transcripts may be required before a final hiring decision is made.