



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 11/9/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Assistant Athletic Trainer  
Status: Non-standard workweek (Academic year appointment)  
Grade: 8  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Assistant Athletic Director for Athletic Medicine

**PRIMARY PURPOSE:**

Assist in all aspects of athletic medicine for the intercollegiate athletic, intramural, and recreational programs. Coordinate part-time and student trainer staff for all varsity sports. Manage all aspects of athletic training services, strength training, and related training facilities.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Assist in the administration of assessment, first-aid treatment, referral, and rehabilitation for injuries incurred in varsity, club, intramural, recreational and College related activities.
- Act as the primary contact for coaches and student-athletes related to all strength conditioning activities and programs.
- Secondary liaison with institutional health services as well as all medical support personnel (i.e., orthopedic consultants, etc.).
- Assist in the overall management of the athletic training facilities.
- Assist in the coordination of student-athlete medical exams, insurance coverage, and claims procedures.
- Assist in the identification, training, supervision and evaluation of student trainer staff that assist in the coverage of all home contests and as many away contests as the staffing pattern permits.
- Act as liaison to the College's Sports Medicine Club.
- Assist in the recommendation, coordination, development, and maintenance of a policies and procedures manual for the athletic medicine area.
- Assist the assistant director in the inventory and purchase of supplies.
- Assist in program development for the student-athlete support program.
- Represent Rhode Island College at sports medicine related activities.

Occasional Job Functions:

- Assist in departmental fundraising activities.
- Perform other duties and responsibilities as assigned by the assistant director.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in Physical Education or Physical Therapy with certification by NATA and current Standard First Aid and CPR certification.

Experience:

A minimum of 2 years of relevant experience.

Skills, Knowledge, and Abilities:

- Ability to supervise and work effectively with college students and other staff.
- Effective organization, planning, interpersonal and communication skills.
- Knowledge of playing fields and facilities needed to conduct a Division III College Athletic Program.
- Some travel within the state and region in order to participate in meetings and curriculum.

**PREFERRED:**

- Master's Degree.
- CPR Instructor's Certification.

**ENVIRONMENTAL CONDITIONS :**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*