



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Athletic Director for Sports Medicine and Club Sports
Status: 35 hours/week (non-standard work week, calendar year appointment)
Grade: 12
Union Affiliation: PSA @ RIC (Professional Staff Association)
Reports To: Associate Athletic Director for Intercollegiate Athletics and Recreation

PRIMARY PURPOSE:

To provide complete oversight, and be responsible for all aspects of sports' medicine and club sports.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide supervision and direction for all full-time, part-time and student staff.
- Provide the necessary leadership in effectively dealing with institutional health services and other medical support personnel.
- Be responsible for the overall management of the athletic training rooms.
- Assist in the management of the strength training areas.
- Coordinate all purchases necessary to provide student-athlete medical support.
- Manage and insure the necessary trainer coverage for all practices and contests.
- Manage all records and activities as it relates to medical exams, insurance coverage and claims.
- Manage the assessment, treatment, referral, and rehab for injuries as part of the intercollegiate athletic program.
- Provide the day-to-day oversight for the College's Club Sports programs including practice facility scheduling, practice and contest trainer coverage, coach/advisor oversight, etc.
- Assist in fundraising initiatives.
- Work a non-standard work week including nights and weekends.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in athletic training or comparable discipline.

Experience:

Proven track record as a manager in an intercollegiate setting.

Skills, Knowledge and Abilities:

- Computer knowledge.
- Excellent verbal and written communication skills.
- NATA certification.
- Ability to obtain Rhode Island license within thirty days.

PREFERRED:

- Master's degree in athletic training or comparable discipline strongly preferred.
- Bilingual in English / Spanish (fluent in speaking and writing).

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.