



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 9/19/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Head Athletic Trainer  
Status: Non-Standard Work-Week, Calendar Year Appointment  
Grade: 10  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Assistant Athletic Director of Intercollegiate Athletics/Internal Affairs

**PRIMARY PURPOSE:**

To coordinate all aspects of athletic medicine for the Intercollegiate Athletic Program. This includes the supervision of the Assistant Athletic Trainer as well as part-time and student trainer staff for all varsity sports and the management of all aspects of athletic training services and facilities.

**DESCRIPTION OF DUTIES AND TASKS:**

Essential Job Functions:

- Act as the liaison with institutional health services as well as all medical support personnel (i.e. team, physicians, etc.).
- Manage the assessment, first-aid treatment, referral and rehabilitation for injuries incurred in varsity, club and College-related activities.
- Be responsible for the overall management of the athletic training rooms.
- Coordinate student –athlete medical exams, insurance coverage, and claims procedures.
- Identify, train, supervise and evaluate a student trainer staff and the assistant athletic trainer to assist in the coverage of all home contest and as many away contests as the staffing pattern permits.
- Coordinate the development of, and maintain a Policies and Procedures manual for the athletic medicine area.
- Assist the director in the budget preparation and purchasing for the athletic medicine.
- Coordinate, communicate and update an emergency action plan for the Department.
- Assist in the management of the strength training area.
- Represent RIC Athletics at athletic medicine related activities.
- Assist in departmental fund-raising activities and in particular, medical coverage for summer sports' camp.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's Degree in Physical Education, Athletic Training, Physical Therapy or related field.

Certification(s):

- NATA.
- Standard first aid CPR certification.

Experience:

Minimum of three years' experience in an intercollegiate or interscholastic setting.

Skills, Knowledge, and Abilities:

Proven oral, written and communication skills and effective interpersonal skills.

**PREFERRED:**

- Instructor certification in standard first aid CPR.
- 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.*