



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Athletics for Sports Medicine

JOB SUMMARY

The Assistant Director of Athletics for Sports Medicine is responsible for developing, coordinating and administering a comprehensive sports medicine program for a highly competitive Division II athletics program. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Intercollegiate Athletics

Supervises: Assistant Athletic Trainers I and II, Athletic Training student interns, student workers

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages all aspects and oversee the day-to-day operations of the Sports Medicine program.
- Responsible for the management, coordination, and administration of all aspects of injury/illness prevention, recognition, evaluation, treatment, disposition, and health care education for student-athletes participating in the Intercollegiate Athletics program.
- Leads and provide guidance and supervision to all direct reports.
- Serves as the primary athletic trainer for designated team(s).
- Directs physician care, physician referrals, physician event coverage, pre-participation physical exams and postural screenings.
- Develops policies and procedures regarding medical insurance, physical examinations, medical services and related activities for all student-athletes.
- Coordinates and administers health insurance benefits for students participating in Intercollegiate Athletics. Collect and file for payment all claims against primary and secondary insurance carriers. Maintain accurate files of all insurance records.

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- Serves as the University contact person for the resolution of problems concerning student-athlete health benefits; serve as intermediary with vendors and an advocate for student-athletes, parents, and guardians in resolving problems.
- Interprets and counsels student-athletes, parents/guardians and Athletics department staff regarding policies and procedures related to health insurance coverage. Educate coaches as to clearance of student-athlete for practice or competition upon receipt of proper documentation regarding insurance coverage.
- Coordinates and maintains proper protocol and procedures for athletic injury rehabilitation.
- Supervises and educates the Athletic Training student interns including all work-study and part-time student employees.
- Provides first aid and emergency care for athletic-related injuries and determine appropriate medical referral as warranted.
- Coordinates and assists with home and away event athletic training coverage.
- Provides administrative oversight and assign staff responsibilities to monitor, inspect and ensure athletics equipment, and practice and competition facilities are maintained to protect the health and safety of student-athletes and University staff.
- Provides administrative oversight and assign staff responsibilities for insurance claim processing, drug testing and education, concussion protocol assessments, other health and wellness education, and supply requisition.
- Develops and implements all Emergency Action Plans for all Athletics events and practices.
- Communicates with staff regarding their status for CPR, AED and First Aid certifications. Maintain department documents on certifications and notify the Assistant Director of Athletics for Compliance and Academic Services annually.
- Ensures medical files on all student-athletes are updated regularly and maintained according to policies and procedures.
- Ensures supportive athletic training services for all visiting teams competing in Athletics events hosted by University. Supervises communication between Athletic Training staff and visiting institutions regarding available facilities, equipment and protocol.
- Coordinates the wellness program for student-athletes seeking professional assistance for emotional problems or involved in troubling situations.
- As permitted, maintains lines of communication with the student-athletes, coaches, and the Director of Athletics concerning the student-athlete's participation and the current status of an injury or medical problem.
- Ensures all medical and Athletic Training staff are informed of emergency preparedness protocol and rehabilitation needs of student-athletes and facilitate communications between staff, coaches and student-athletes.
- Educates student-athletes and staff regarding institutional, departmental, and NCAA health care policies and procedures or other Athletic Training-related topics, at annual orientations and as needed.
- Serves as the liaison between Intercollegiate Athletics with attending physicians, Student Health Services, the Counseling Center and other pertinent entities.

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- Provides oversight and participate with Head Coaches, Assistant Athletic Trainers and any Strength and Conditioning personnel on teams' strength training and conditioning programs.
- Serves as the University contact person for the resolution of problems concerning student-athlete health benefits; serve as intermediary with vendors and an advocate for student-athletes, parents, and guardians in resolving problems.
- Interprets and counsels student-athletes, parents/guardians and Athletics department staff regarding policies and procedures related to health insurance coverage. Educate coaches as to clearance of student-athlete for practice or competition upon receipt of proper documentation regarding insurance coverage.
- Communicates as appropriate with University Risk Management and insurance vendors to ensure best practices are incorporated in program oversight.
- Manages and administer the Alcohol, Substance Abuse Education and Drug Testing Policy ensuring that programs meet or exceed the standards set by the NCAA, Lone Star Conference and the University.
- Ensures that in-house drug testing is performed in accordance with Athletics department policy and serve as the University liaison for conducting NCAA Drug Testing.
- Works with the Director of Athletics to determine the budget for the Athletic Training program.
- Responsible for product bidding, purchase orders and receiving inventory for all supplies and equipment utilized by the Athletic Training program.
- Authorizes, maintains and directs the use of the Athletic Training facility and equipment.
- Makes recommendations and arrangements for maintenance issues and the repair or replacement of equipment and modalities.
- Serves as the designated Additional Duty Safety Officer (ADSO) as the point of contact for the Office of Environmental Health & Safety.
- Assists with general affairs of the Department of Intercollegiate Athletics, including assisting with game day operations, fundraising, providing input for the administrative budget, and serving as a representative of the department at the discretion of the Director of Athletics.
- Commits to and is responsible for adhering to all rules and regulations set forth for the University, the Lone Star Conference and the NCAA with the utmost integrity.
- Complies with all federal rules and regulations.
- Works cooperatively with personnel in the Athletics department, attend department meetings and activities, and always represent the University positively when interacting with the community, alumni, high school and club coaches, media and general public.
- Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Attends seminars, conferences and other professional development opportunities.

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- Participates, as appointed, on Intercollegiate Athletics, University, and state, regional and national committees.
- May serve as the Senior Woman Administrator.
- Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan.
- Performs other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Five years minimum of full-time collegiate athletic training experience. State of Texas Athletic Training license required. NATABOC certified preferred. Current certification in first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) required at the time of hire, and will be required annually. First Aid and CPR Instructor preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to provide qualified Athletic Training coverage for student-athletes.
- Solid documentation skills.
- Strong working knowledge of NCAA, TWU and conference bylaws, rules and regulations pertaining to the area of responsibility.
- Knowledge of the application of federal and state laws pertaining to the area of responsibility.
- Understanding of safety and risk management requirements.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to adhere to all policies, rules and regulations of the University, the Lone Star Conference and the NCAA.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift, carry, and/or drag approximately 50 pounds. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.