

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Head Athletic Trainer **SALARY GRADE:** HU-11
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 5204 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Provides athletic training services to student athletes at the University.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include faculty, staff, administrators and students. External contacts include but are not limited to: Alumni, Community, Business Association Leaders and athletic association members.

PRINCIPAL ACCOUNTABILITIES:

- Performs a variety of administrative duties in conjunction with the operation of daily training room activities.
- Maintains records of training using the Student Information Management System (SIMS).
- Prepares reports on sports injuries including insurance claim reports.
- Travels with athletic teams to assist in providing needed physical training.
- Complies with all University policies and procedures.
- Insures that all NCAA certification standards are followed and attends all intra-University Compliance Workshops and meetings.
- Performs other related duties as assigned.

CORE COMPETENCIES:

- Knowledge of the principles and practices of athletic training.
- Knowledge of University and NCAA rules and regulations.
- Must possess organizational, technical and disciplinary skills to work with student athletes.
- Competence in both oral and written English to communicate in a clear and concise manner.

POSITION TITLE: Head Athletic Trainer

SALARY GRADE: HU-11

DATE REVISED: December 17, 2009

EEO CODE: 02

JOB CODE: 5204

FLSA STATUS: Exempt

BARGAINING UNIT: N/A

Ability to establish and maintain effective and harmonious work relationships with staff, faculty, students, university officials and the general public.

MINIMUM REQUIREMENTS:

Bachelor's degree and minimum of 2-5 years of relevant experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____