



# USC University of Southern California Athletic Trainer Job Description

## JOB INFORMATION

<i>Job Code:</i>	131011
<i>Job Title:</i>	Athletic Trainer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises student, temporary and/or casual workers.
<i>Job Family:</i>	Athletics Training
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Responsible for the prevention, evaluation, treatment, management and overall rehabilitation of student athletes and their sports-related injuries. Educates and supervises student athletes and student workers in use of rehab equipment and exercises, counseling student athletes and evaluating their conditions and progress. Monitors team practices and events, coordinates and schedules staff coverage, and facilitates fluid communications between student athletes, coaches, athletic training staff and physicians. Maintains medical records, completes injury and/or accident reports, and assists coaches in designing therapeutic and conditioning programs for injured student athletes.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	5 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Certification from the National Athletic Trainers' Association and the Board of Certification.
X		Experience in injury prevention, clinical evaluation, immediate care, treatment rehabilitation and reconditioning, organization, administration and professional responsibility, as outlined by BOC.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Comprehensive knowledge of Occupational Safety and Health Administration (OSHA) standards for handling blood-borne pathogens.
X		Advanced proficiency in maintaining medical records, including the Family Educational Rights Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		Certified Athletic Trainer	

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Identifies and coordinates student athletes' pre-participation physical examinations by taking thorough histories of illnesses and injuries and assessing range of motion, muscle strength and neurological function. Performs special tests for joint stability, posture, and more for specific pathologies. Stresses preventative measures including bracing, padding or taping. Treats and evaluates injuries at practices and games, and administers first aid when needed, working with physicians or emergency staff.				
Educates, instructs and supervises athletes in use of rehab equipment and exercises, providing daily counsel and treatment for injuries. Evaluates athletes' physical condition, response and progress, and discusses with appropriate physicians and head athletic trainer. Informs coaches of the status of student athletes' conditions, provides referrals to auxiliary medical workers, and coordinates appointments for injured student athletes, as needed.				
Monitors team practices, athletic equipment, sporting grounds and environmental conditions at home and away competitions, helping to ensure safe training and playing conditions and/or to advise coaches if unsafe for any reason. Assists in coordinating and scheduling medical coverage for all team practices and competitions at the university or elsewhere, and acts as liaison to visiting teams' athletic trainers to ensure access to team physician and other necessary services.				
Maintains medical records and forms for treatments given, completes injury/accident reports, and observes and assists the fitting of athletic or rehabilitative equipment. Assists coaches in designing specific and/or individual conditioning, therapeutic and rehabilitative programs for injured student athletes. Coordinates and schedules pre-participation physical examinations, and helps facilitate fluid, necessary exchanges of information and follow-ups between various athletes, trainers, coaches, physicians and auxiliary medical workers.				
Recruits and counsels student workers in sports medicine fundamentals and physical therapy modalities employed. Evaluates student trainers' competency and supervises performance of certain tasks, as needed.				
Stays informed and knowledgeable of developments in the sports medicine field, as well as changing governmental and NCAA legislation and policies which may affect the sports medicine program's guidelines and decision-making. Advises coaches, head athletic trainer and fellow staff members of updates in a timely manner. Reads pertinent literature, attends meetings, seminars and conferences, and maintains certification from the Board of Certification (BOC) and National Athletic Trainers' Association (NATA).				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.