



<b>Job Title</b>	Athletic Training and Risk Management Coordinator I, II	<b>Job Code</b>	SD0516, SD0522
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	15, 16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Recreation & Wellness

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Recreation & Wellness Professionals** provide instructional or program activities related to recreation, leisure, and fitness. Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. May be responsible for some facilities management.

**Job Summary**

Responsible for managing the daily operation of the athletic training program and assisting with the overall risk management for the Recreation and Wellness Center. The athletic training and risk management coordinator coordinates athletic training services, duties, coverage and limited travel for the Recreation and Wellness Center including but not limited to intramural sports, sport clubs and general recreation.

**Representative Duties**

1.
  - Assists in the development and implementation of risk management policies and procedures for the Recreation and Wellness Center
  - Oversees the athletic training staff including two graduate assistants and 5-7 part time athletic trainers
  - Coordinates, schedules and serves as an Instructor, Instructor Trainer and lead administrative officer for the American Red Cross First Aid/CPR/AED courses
  - Tracks and maintains records of required certification for all Recreation and Wellness Center employees
  - Recommends and purchases equipment and supplies and tracks athletic training and risk management equipment inventory
  - Prepares and manages budget for assigned areas

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**