

JOB DESCRIPTION:	Assistant Athletic Trainer		
DEPARTMENT:	Athletics		
REPORT TO:	Associate Trainer/Head Athletic Trainer		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	469110	DATE APPROVED:	25-JUL-2025
		DATE MODIFIED:	NEW

SUMMARY: Supports the health and performance of student-athletes through injury prevention, treatment, and rehabilitation. Under the supervision of senior training staff, this role helps facilitate daily athletic training operations, provides care during practices and competitions, and contributes to the delivery of effective and safe athletic programming.

DUTIES:

1. Assist with injury evaluation and rehabilitation under the direction of senior trainers or medical staff.
2. Provide treatment services including taping, bracing, and therapeutic exercises.
3. Support the delivery of health services during practices, competitions, and team travel.
4. Maintain treatment logs, medical documentation, and compliance records.
5. Assist with the setup and breakdown of athletic training facilities and equipment.
6. Supervise and mentor student workers and interns as assigned.
7. Reviews, implements and develops appropriate training and rehabilitation programs to minimize injury and maximize performance.
8. Provides assistance to coaches, athletes and student worker trainers, implementing individualized programs based on assessed physical requirements/limitations.
9. Assesses performance level for release. Works closely with appropriate physician to determine required training measures for maximum rehabilitation.
10. Develops sport specific warm up and cool down programs to ensure optimum preparation.
11. Maintains files and records of all participating athletes.
12. Implements prescribed rehabilitation treatment program through use of exercises and treatment modalities, e.g., heat, ice, whirlpool, and electrical stimulus to ensure optimum recovery; maintains inventory levels of appropriate medical supplies.
13. Provides a broad range of administrative functions. Supervises assigned staff (if applicable) in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in related field required with two years of experience in athletic training, physical therapy, or closely related field. NATA Board of Certification required. Master's degree preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Requires knowledge of the principles, practices, techniques, and methods of sports medicine. Knowledge of the principles, strategies, and techniques for the treatment of sports related injuries. Knowledge of the requirements and regulations of comprehensive insurance coverage, liability issues, and

coordination of coverage involved with organized sports. Knowledge of the proper and safe application of treatment methodologies. Knowledge of the proper and safe training programs specific to a variety of team and individual sports. Skill in administering prescribed rehabilitation treatments. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, recreation classroom, field, and gym environments. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds. Physical work is a primary part (more than 70%) of job. Ability to handle outdoor conditions for a majority of the work of time. Ability to move around campus including gym, turf, fields, etc. Ability to work flexible hours to include nights, weekends and holidays. Required to travel for long periods of time. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

1. **Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)