



WESTERN
NEW MEXICO UNIVERSITY

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

SUMMARY: Assists the Athletics teams with training and rehabilitation programs to student-athletes in assigned sports programs. This position is responsible for the assessment, development, and implementation of individualized rehabilitation and injury prevention programs and serves as a liaison between the head athletic trainer, coaching staff, and student-athletes.

DUTIES:

1. Independently manage injury evaluation, treatment, and return-to-play planning for assigned teams.
2. Collaborate with team physicians and medical personnel for injury management and medical clearances.
3. Serve as primary athletic trainer for designated athletic programs, providing coverage for practices, games, and team travel.
4. Maintain accurate, confidential medical records in compliance with university and regulatory requirements.
5. Assist in budget planning, inventory management, and policy development as assigned.
6. Reviews, implements and develops appropriate training and rehabilitation programs to minimize injury and maximize performance.
7. Assesses performance level for release. Works closely with appropriate physician to determine required training measures for maximum rehabilitation.
8. Develops sport specific warm up and cool down programs to ensure optimum preparation.
9. Maintains all aspects of the athletic training room (i.e. cleanliness, order, functionality, and maintenance of equipment.)
10. 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.
11. Provides a broad range of administrative and supervisory functions. Mentors and supervises assigned staff (if applicable) & student workers in accordance with WNMU personnel practices including recruitment, training, internships, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Maintains files and records of all participating athletes. Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Athletic Training or a related field (Master's preferred) with two years of experience in athletic training, physical therapy, or closely related field. NATA BOC 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.
4. **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)