



JOB DESCRIPTION:	Head Athletic Trainer		
DEPARTMENT:	Athletics		
REPORT TO:	Executive Athletic Director		
EEO CLASSIFICATION:	Technician	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	469100	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	28-MAY-2025

SUMMARY: Responsible for the delivery of health care to all student-athletes participating in sponsored WNMU athletic events.

DUTIES:

1. Works cooperatively with the Purchasing Department to coordinate bid proceedings for selection of comprehensive sports medicine insurance coverage of all men's and women's athletic events and participants. Reviews and selects carrier for blanket catastrophic injury insurance coverage.
2. Reviews, implements, and provides assistance to coaches, athletes, and Student Worker Athletic Trainers for development of sports appropriate training and rehabilitation programs to minimize injury and maximize performance.
3. Implements individualized programs based on assessed physical requirements/limitations, assess performance level for release. 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.
4. Works closely with appropriate physician to determine required training measures for maximum rehabilitation.
5. Develops warm up and cool down programs, sport specific to ensure optimum preparation.
6. Maintains files and records of all participating student athletes.
7. Responsible for the overall management of the day-to-day operations of the athletic training facility which includes scheduling coverage, treatment and travel responsibilities of the athletic training staff.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff 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.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field required with 4 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. Must be able to visually and auditory assess situations to insure health and safety. 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. First Aid and CPR certification or ability to obtain within 2 months of hire.
 - b. New Mexico Driver's License
 - c. Must pass a Defensive Driving Course within 2 months of hire date.
 - d. Possesses or has the ability to obtain NM Athletic Training Licensure within 3 months of employment.

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)