



Job Posting

**Head Athletic Trainer**

**Date Posted:** June 19th, 2018

**Posting End Date:** Until Filled

Cisco College is accepting applications for the position of Head Athletic Trainer (Cisco Campus). Primary Responsibilities are to organize, administer and coordinate all aspects of the Athletic Training program. Applications will be accepted until the position is filled.

***Please note:*** A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the "Employment" Page of our website at [www.cisco.edu](http://www.cisco.edu)), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Thank you!

Resume Packages will be accepted via mail, fax, and email (e-mail is preferred) and should be submitted to:

**Shelli Garrett**  
**Director of Human Resources**  
**Cisco College**  
**101 College Heights**  
**Cisco, Texas 79437**  
**Office: 254-442-5121**  
**Fax: 254-442-5100**  
**[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)**

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Job Description

**Job Title:** Head Athletic Trainer  
**Reports to:** Athletic Director  
**Classification:** Faculty  
**Last Updated:** August 14th, 2016

### **Job Summary**

The primary responsibilities of the Head Athletic Trainer at Cisco College are to organize, administer and coordinate all aspects of the Athletic Training program by providing advanced professional skills as an Athletic Trainer through treatment of injuries, counseling, training, and proper budgetary management,. General duties consist of developing and improving athletic opportunities for student-athletes; examining, researching, and making recommendations for improving the current athletic training program; preparing and administrating the annual athletic training budget; oversight and development of a recruiting strategy that fits with the Cisco College philosophy for student recruitment; and developing a cooperative working environment with the faculty and other departments of the College.

A commitment to the comprehensive role of the community college as stated in the College Mission will be demonstrated through contributions to the College such as advising, committee work, and collaborating with faculty to encourage student success. Cooperation and working harmoniously with College and School District personnel and the public are imperative for the success of the athletic training program. The Head Athletic Trainer is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Organizes and administers all phases of the athletic training program.
2. Organizes recruitment of student athletic trainers. Develops and assigns geographical areas for recruitment and determines recipients of athletic training scholarships.
3. Prepares assistant athletic trainer and student athletic trainers schedules and organizes travel arrangements for all out-of-town games and practices.
4. Coordinates all strategic aspects of the athletic training program.
5. Manages the purchase of all athletic training equipment and supplies, the care of equipment and facilities, and the reconditioning of equipment.
6. Serves as principle spokesperson for the athletic training program promoting the College through contact with local businesses, civic groups, boosters, alumni, high schools, and other colleges and universities.
7. Develop relationships with other athletic training programs in order to facilitate opportunities for our athletic training students.
8. Examine and research potential for recommendations for improving our athletic training program.

9. Develop a plan for administering our athletic training program within the budget provided for our athletic training program.
10. Teach assigned courses within the Kinesiology department.
11. Ensures and stresses compliance with NJCAA rules and regulations, as well as conference rules and regulations, governing all athletic programs.
12. Provides leadership in carrying out the mission and policies of the College and maintain a close working relationship with the Athletic Director in understanding the intent of those policies.
13. Develop and maintain a congenial working relationship with the faculty in order to improve student learning by encouraging academics as a priority for student-athletes.
14. Participate actively in the College's Institutional Effectiveness Program and other committee work as may be assigned.
15. Communicate clearly and effectively using the College's network.
16. Performs other duties as assigned.

### **Minimum Qualifications**

1. Texas State Athletic Trainer license
2. Certified member in good standing with National Athletic Trainers' Association
3. CPR/AED and First Aid Certified
4. 3 years experience working as an athletic trainer at the college level.
5. Excellent organizational skills.
6. Knowledge of NJCAA rules and regulations.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to foster a cooperative work environment.
9. Master's Degree from a regionally-accredited institution.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

### **Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.