
Auburn University Job Description

Job Title:	Coord, Ath Train Clinic	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	EA82	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100

Job Summary

Oversees and supervises the activities of the Athletic Trainers and Graduate Assistants performing clinical duties at an on-site location.

Essential Functions

1. Coordinates, oversees, and assists in the daily activities of the Athletic Trainers and Graduate Assistants as they perform clinical duties.
2. Assists in the collection of data and creation of reports concerning training-related injuries.
3. Coordinates and reviews the maintenance of medical records.
4. Provides athletic training clinical services as needed.
5. Coordinates the purchase of equipment and supplies.
6. Assists the program supervisor in research activities.
7. Assists in graduate student recruitment and hiring for all programs.
8. Communicates with Company Commands, provides Warrior Athletic Training (WAT) data and educational briefs, and assists with new WAT initiatives.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 1 year of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 3 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Master's degree in discipline appropriate to position plus 5 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position plus 1 year of experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 3 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Master's degree in discipline appropriate to position plus 5 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Athletic Training or closely related field

Focus of Experience

Experience in assessing and treating athletic injuries and/or supervising athletic training activities

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Certification or Licensure Requirements:

Must be certified by the National Athletic Training Board of Certification as a Certified Athletic Trainer and be eligible to be licensed in the State of Georgia by the Georgia Board of Athletic Trainers. Must have a valid driver's license.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/5/2015
