
Auburn University Job Description

Job Title: **Asst AD, Sports Medicine**

Job Family: No Family

Job Code: **BA17**

Grade AT11 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

Manages and directs the training, healthcare, and rehabilitation of student athletes.

Essential Functions

1. Evaluates and authorizes medical care of student athletes to include budgeting and purchasing medical and emergency care supplies.
2. Develops, reviews, and revises policies and standards related to emergency medical plans, EMS services, and availability of emergency equipment.
3. Manages student athlete drug testing policy implementation including review, revision, and coordination of student/coach training, testing, and conveying results.
4. Ensures all medical and training staff are informed of emergency preparedness protocol and rehabilitation needs of student athletes and facilitates communications between staff and coaches/student athletes.
5. Manages budgeting and billing activities to ensure compliance with government regulations.
6. Monitors penalties for positive drug test results and ensures follow-up care and counseling are provided for the involved student athlete.
7. Advises coaches on issues related to student athlete medical and healthcare issues and NCAA regulations.
8. Monitors the condition of student athletes that have been hospitalized, receive psychological care, or are under a physicians care.
9. Plans and ensures appropriate levels of medical coverage available for sporting events and practices.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Athletic Training, Sports Medicine, Health Services Administration, Public Administration, Business Administration or related field
Experience (yrs.)	5	Experience in sports medicine or health care administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of insurances, medical practices, emergency care and rehabilitation, and athletic training practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires climbing or balancing, .

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

Date: 11/10/2010
