



## NOTICE OF VACANCY

### Athletic Trainer

**REPORTS TO:** Athletic Director

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Athletic Trainer will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Athletic Trainers work alongside other medical professionals, coaches and athletes to develop a plan that is best to help the athlete achieve their goals before, during, and after an injury has occurred. They are constantly evaluating injuries and deciding how best to proceed with that athlete.

More specifically, the Athletic Trainer is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Assist coaching staff in evaluating and implementing sport specific conditioning programs and methods.
- Assist in the selection and fitting of protective equipment, including special taping, pads or braces.
- Coordinate the annual required athletic physicals and supervise the clearance of injured athletes prior to and during the sport seasons.
- Coordinate the heart testing of all athletes.
- Create a safe playing environment by monitoring and controlling environmental risks
- Equip each team with appropriate medical equipment.
- Establish an effective athletic training program for athletics all sports.
- File all necessary reports associated with athletic injuries and/or incidents.
- Maintain a daily treatment log.
- Maintain a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
- Maintain an effective and efficient athletic training room.
- Maintain communication with parents on the care & treatment of their student-athlete.
- Manage insurance Information on all student- athletes through "Dragonfly" and eligibility folders.
- Monitor drug testing of athletes
- Oversee the ordering of supplies and equipment pertaining to the athletic training room and maintain an up to date inventory.
- Provide 1st aid and injury assessment/treatment/rehabilitation/reconditioning for student-athletes. The athletic trainer will also be responsible for making appropriate physician referral.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Provide coverage at home events and practices from the beginning of the fall sport season to the conclusion of the spring season.
- Provide the Athletic Director with an annual budget for supplies and equipment.
- Share professional literature relative to athletic training with the school coaching staff.
- Perform other duties as assigned by the Athletic Director.

## **MANDATORY QUALIFICATIONS**

- Applicants must hold a Bachelor's degree in Athletic Training or related field from a regionally accredited institution.
- Applicants must be a BOC Certified Athletic Trainer
- Applicants must hold a State License or be eligible
- Applicants must be CPR Certified

## **DESIRABLE QUALIFICATIONS**

- Preference will be given to applicants with a Master's degree or higher in related field from a regionally accredited institution.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Excellent written and verbal communication skills.
- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, and events.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills and abilities in organization, time management, and record keeping

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

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## **PHYSICAL DEMANDS (cont.)**

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. *Unofficial* College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

**Internal/External– February 4, 2025 at 5:00 p.m.**

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