

Job Title: Associate or Assistant Athletic Director for Sports Medicine, Health Care Administrator

Position Type: Full-Time

Organization: Presbyterian College – NCAA Division I

Supervisor: Director of Athletics

Job Description Summary:

The Associate/Assistant Athletic Director for Sports Medicine will assist in leading a successful NCAA Division I athletic program in managing the health and welfare of all of the intercollegiate student-athletes at Presbyterian College. The Associate/Assistant Athletic Director for Sports Medicine will also serve as a member of the athletic department's senior staff leadership team that is committed to excellence, integrity and advancing the athletic department's mission and strategic vision. The athletic programs are a main focus of the institution and it is paramount the Associate/Assistant Athletic Director for Sports Medicine operate the sports medicine program in a manner that is representative of the College. Excellence shall be attained through top quality health care for all student-athletes, communicating with and providing superior customer services for all entities involved with the sports medicine program. An atmosphere of care for the student-athletes health and well-being must be the top priority for the Presbyterian College Sports Medicine Program.

Major Duties and Tasks:

- **Provide Medical Care:** Develop, coordinate and administer a comprehensive sports medical program for all 19 intercollegiate sports at Presbyterian College. The Associate/Assistant Athletic Director will also serve as the Health Care Administrator for PC Athletics and will perform professional and administrative services essential for the successful implementation and development of the sports medicine program.
- **Game and Practice Coverage Scheduling:** The Associate/Assistant Athletic Director will coordinate practice and/or game coverage, schedules, assigns responsibilities, and supervises athletic training staff. The Associate/Assistant Athletic Director may also have sport coverage responsibilities, including travel with assigned team(s).
- **Monitor and Balance Program's Budget:** The Associate/Assistant Athletic Director for Sports Medicine will oversee the budget responsibilities of inventory, supply bid allocations, purchasing and maintenance of supplies and materials, including the maintenance and upkeep of both the Kemper D. Lake Sports Medicine Center and the Yonce Fieldhouse Athletic Training Room.
- **Insurance Coordinator:** The Associate/Assistant Athletic Director for Sports Medicine will oversee the athletic department's Secondary (Excess) Insurance Plan by maintaining up to date student-athlete's insurance information. Must have good communication with the insurance providers in managing all paperwork required for claims. Will also assist the College's CFO in the annual review and renewal of all insurance premiums.
- **Drug Testing Coordinator:** Organizes and administers all drug testing as per athletic department and NCAA policies and procedure.

- **Working with Team Physicians and Other Medical Providers:** The Associate/Assistant Athletic Director for Sports Medicine will work closely with the team physicians and extended sports medicine staff regarding the care, prevention, evaluation, treatment and rehabilitation of injuries and illnesses.
- **Medical Documentation (EMR):** The Associate/Assistant Athletic Director for Sports Medicine will oversee all medical documentation through the student-athlete's electronic medical records. This includes all of the student athlete's pre-season paperwork, injury/treatment and medical insurance documentation while insuring all rules and regulations regarding confidentiality and electronic communication.
- **Organization and Communication:** The Associate/Assistant Athletic Director for Sports Medicine will effectively communicate verbally and in writing; develop effective working relationships with student-athletes and to serve as a liaison among athletes, coaching staff, parents, physicians and other health care professionals. Must also possess exceptional organizational skills in order to ensure a well-run sports medicine program and therefore a flawless athletic training experience for the student-athletes.
- **Supervisory Responsibilities:** As determined by the Director of Athletics, the Associate/Assistant Athletic Director for Sports Medicine will be responsible for the hiring and supervision of qualified Sports Medicine and Strength and Conditioning Staffs. Will also serve in a supervisory/advisory role for various sports and act as the liaison between the head coach and the Director of Athletics.

Required Knowledge Skills, Abilities, Experience, Education and Experience

- **Applied Knowledge:** Must have knowledge of a large range of medical problems. Assessment, evaluation skills and working with other healthcare professionals will be required.
- **Decision-Making Skills:** Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per national/state certification guidelines.
- **Attention to Detail:** Must be thorough and detailed with injury tracking and documentation.
- **Interpersonal Skills:** Ability to communicate effectively in high stress/pressure situations when talking to patients, medical professionals, staff and families.
- **Must have strong oral communication skills** (reading, writing, speaking and comprehension).
- **Must have the ability to organize, prioritize and perform multiple tasks with little or supervision.**

Preferred Education and Experience (Required):

- Master's Degree; Five (5) or more years of experience in the collegiate setting.
- NATABOC Certification
- South Carolina State Certification or eligibility

- Maintaining both certifications by advancing in professional development by obtaining continuing education units (CEUs) through symposiums, seminars, workshops and various other professional educational programs.
- NPI number
- CPR, AED and First Aid Certifications

Work Environment:

Presbyterian College is a selective liberal arts college affiliated with the Presbyterian Church USA and has an enrollment of approximately 1,100 students. Presbyterian College participates in 19 NCAA Division I (FCS) sports and competes in the Big South and Southern Conferences.

Application Procedure:

E-mail letter of application, current resume, and names, addresses and phone numbers of three professional references to: Human Resources at hr@presby.edu.

The selected candidate must successfully clear a background investigation. Employee shall adhere to all applicable rules and regulations of the NCAA, Big South, or any athletics conference in which Presbyterian College is a member or may join, and other established bodies that govern or oversee intercollegiate athletics. In the event Employee becomes aware, or has reasonable cause to believe, that violations of these organizations' constitutions, bylaws, rules or regulations may have taken place, Employee shall promptly report the same to the Senior Associate Athletic Director for Compliance at the institution. Employee shall cooperate fully and completely with any investigation of any alleged violation, whether such investigation is conducted by the University, NCAA or any other duly authorized agency or individual.