



PROFESSIONAL POSITION DESCRIPTION

Position Title: Assistant Director of Athletics & Head Athletic Trainer

Department: ASTAA

Schedule: Monday through Friday, 8:00 am to 5:00 pm, with evenings and weekends as needed

Work Year: 11 months (July through May)

Reports to: Director of Student Life and Athletics

STATEMENT OF THE JOB: Under the direction of the Director of Student Life and Athletics, develops, coordinates and administers a sports medicine program that focuses on the physical and general wellness of the Universities student-athletes. This position is charged with assisting in executing the day-to-day management of the Athletic Department. This position will assist in monitoring and enforcing matters related to both Association and Conference rules and regulations.

ESSENTIAL FUNCTIONS:

1. Develop, coordinate and administer a sports medicine program
 - Recommends to Director policies and procedures for best practice related to the delivery of healthcare for the Universities student-athletes
 - Provides the day-to-day health care management of the Universities student-athletes utilizing sound prevention, evaluation, management, treatment, and rehabilitation services
 - Provides pre-participation medical history screenings for all student-athletes
 - Represents the Athletic Department on the CARE team
 - Maintains current medical files and computerized records related to pre-participation physical and mental screenings, medical questionnaire updates, student-athlete's health insurance coverage data
2. Assists Director of Student Life and Athletics with day-to-day operations of the athletic program
 - Ensures proper implementation of UMA student athlete study halls
 - Oversee programs as assigned by the Director of Student Life & Athletics
 - Serves as the Site Supervisor for all UMA home events
 - Provides direct supervision to one full time staff member
3. Ensures compliance with all safety protocols, departmental policies, and University policies
4. Collaborates with UMA colleagues, as appropriate, to deliver complementary health and wellness programming
5. Implements promotional strategies to enhance participation in and awareness of all related wellness and athletic activities
6. Assists in program assessment projects, maintains accurate records and prepares reports, as requested, on all aspects of responsibilities
7. Maintains flexibility in a work schedule that includes days, evenings, and weekends as needed

**Additional Duties**

1. Assists the Director of Student Life and Athletics in collecting complete and accurate documentation required of student-athletes, e.g., liability waivers, proof of insurance, etc.
2. Assists in the fundraising efforts within the Athletic Department
3. Coordinates and assists with travel and contest arrangements
4. Attends staff, team and other appropriate meetings; participates in appropriate UMA committees and governance units
5. Maintains involvement in appropriate professional development activities
6. Participates in appropriate community service activities consistent with UMA's mission
7. Performs other reasonably related duties, as assigned

Note: UMA reserves the right to change or assign additional duties as necessary.

SUPERVISORY RESPONSIBILITIES: This position supervises work-study students, volunteers, coaches and team players.

BUDGET RESPONSIBILITIES: Coordinates with the Director of Student Life and Athletics regarding the budget and monitors expenditures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize and supervise
- Strong interpersonal and management skills
- Knowledge of and experience with implementation of emergency action plans

REQUIRED QUALIFICATIONS:

- Master's degree or an equivalent combination of training and experience

LICENSES/CERTIFICATIONS:

- Must be certified by the Board of Certification (BOC) and hold (or obtain within 30 days) a Maine Athletic Trainers license

DESIRED QUALIFICATIONS:

- Experience in an intercollegiate athletic setting
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WORKING CONDITIONS:

The individual in this position should be able to perform in the following working conditions with or without accommodations:

- Exposure to moderate to loud noise levels
- Will occasionally need to climb, stoop, kneel, and or crouch



- Will occasionally need to use fingers and hands for grasping, feeling, and fingering both office equipment and athletic equipment
- Constant need to traverse/move about to accomplish tasks
- Constant need to communicate with others in person, in writing, or over the telephone or video conference
- Will perform medium physical work demands to include exerting up to 50 lbs. of force occasionally, and/or up-to 30 lbs. of force frequently, and/or 20 lbs. of force constantly to move objects
- Requires visual acuity to determine the accuracy, neatness, and thoroughness of work assigned
- Will need to work nights and weekends as needed

For Human Resources Use

Date Approved: 03/25/2025

Department Code: ASTAA

Job Family: 16 – Events/Activities

Salary Band: 3

Unit: UMPSA

Position #: 00025333