AUBURN
Human Resources

Assoc AD, Sports Medicine

Job Description

JOB INFORMATION

Job Code	BA17
Job Description Title	Assoc AD, Sports Medicine
Pay Grade	AT12
Range Minimum	$111,700
33rd %	$145,210
Range Midpoint	$161,970
67th %	$178,720
Range Maximum	$212,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/3/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Sports Health & Welfare

JOB SUMMARY

Oversees and manages the sports medicine, sport science, and nutrition programs, ensuring the wellbeing of student-athletes. Supervises and develops Athletic Trainers and oversees the sports nutrition unit. Collaborates with coaches to address healthcare issues, plans medical coverage for events, and manages budgeting and billing.

RESPONSIBILITIES

- Supervises, hires, tracks, and ensures development and retention of Athletic Trainers, ensuring their continued certification and professional growth. Makes recommendations and secures equipment to support the execution of meeting student-athlete success. Ensures coverage of athletic training services when needed.
- Leads and supervises both sports science and sports nutrition units, ensuring effective administration of sport science practices and nutritional practices in coordination with sport program needs, sports performance, and sports medicine. Oversees the Directors of Sports Science and Sports Nutrition, along with their respective teams, who are responsible for delivering specialized services, education, and managing supplies for assigned sport programs. Conducts sports science and medical audits for review by the team physician to ensure compliance with medical standards and the overall well-being of athletes.
- Evaluates and authorizes medical care of student athletes, including budgeting and purchasing necessary medical and emergency care supplies.
- Develops, reviews, and updates policies and standards related to emergency medical plans, EMS services, and the availability of emergency equipment. Ensures all medical and training staff are well-informed about emergency protocols and rehabilitation needs of student-athletes.
- Manages the implementation of the student athlete drug testing policy, coordinating student and coach training, testing procedures, and communication of results. Monitors penalties for positive drug test results and ensures follow-up care and counseling for affected student-athletes.
- Monitors the well-being of student-athletes who require hospitalization, psychological care, or are under the care of physicians. Facilitates support and treatment coordination for student-athletes, addressing various health concerns as needed. Collaborates with Sports Psychologists, Team Physicians, parents, and relevant parties to ensure comprehensive care. Provides transportation assistance for student-athletes requiring treatment or support.
- Collaborates with coaches to address medical and healthcare issues while maintaining NCAA guidelines.
- Plans and ensures adequate medical coverage for sporting events and practices, prioritizing the safety and well-being of our student-athletes.

RESPONSIBILITIES

- Manages budgeting and billing activities, ensuring compliance with government regulations and responsible financial practices.
- Monitors weather conditions for practices, games, and camps, and makes decisions to prioritize the safety of student-athletes. Coordinates with teams and administration contacts to address weather-related risks and implements necessary precautions.
- Verifies insurance coverage for student-athletes and collaborates with Risk Management to ensure adequate and appropriate coverage is obtained.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Athletic Training, Sports Medicine, Health Services Administration, Public Administration, Business Administration or related field	and	5 years of	Experience in sports medicine or health care administration	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of insurances, sports nutrition practices, medical practices and protocols, emergency care and rehabilitation, athletic training practices, and NCAA regulations. Excellent communication skills to facilitate effective collaboration between medical staff, coaches, and student-athletes.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ATC - Athletic Trainer Cert	Must be certified by the National Trainers' Association Board and eligible to be licensed in the State of Alabama by the Alabama Board of Athletic Training.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		more than 100 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.