Assistant Athletic Trainer I
Temporary - Emergency Hire
Athletics Department

Job #22-80
Close Date: Sunday, December 4, 2022

(#22-80) Athletic Trainer I (10/12), Assistant Athletic Trainer I, $3,184-$6,145 monthly. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, non-benefited, exempt, 10/12 pay plan (work 10 months of the year with pay and benefits over 12 months), temporary (emergency hire) position in the Athletics department. Maximum duration of an emergency appointment is 180 days.

Now is an exciting time to join the Athletics department as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Position Summary: Under the lead direction of the Head Athletic Trainer, the Athletic Trainer I provides athletic training services to male and female intercollegiate student athletes. These training services include the care, prevention, treatment, and rehabilitation of injuries; assisting the Head Athletic Trainer with the day-to-day
operations of the athletic training room; and assisting with the administrative duties of the athletic training program.

**Key Responsibilities:**

Provide athletic training services to intercollegiate student-athletes by assisting in the care, prevention, treatment, and rehabilitation of injuries. Evaluation and assessment of injuries sustained by student-athletes, including emergency/care/first aid as necessary, and make medical referrals. Assist in the day-to-day operations of the Athletic Training room under the guidance of the Head Athletic Trainer. Assist in the maintenance, per use cleaning of Athletic Training room. Assist in maintaining up to date medical records - Assist in the care, prevention, treatment, and rehabilitation of injuries.

**Knowledge, Skills, and Abilities Associated with this Position Include:**

**General Knowledge of:**

- Principles and practices of athletic training including conditioning, injury prevention, injury assessment and rehabilitation
- Full range of therapeutic modalities and their practical use and physiological basis
- Other therapeutic preventions and treatments such as taping, bracing, and therapeutic massage techniques
- Effective use of rehabilitation and exercise equipment
- Rules, regulations, and guidelines established by the campuses’ governing national collegiate athletic associations pertaining to student athletes, their training, sports medicine care, and health and safety
- Occupational Health and Safety Administration (OSHA) standards for handling blood borne pathogens
- Maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards
- Following insurance procedures

**Skills:**

- Strong interpersonal and communications skills to develop effective working relationships with athletes and serve as a liaison among athletes, coaching staff, parents, physicians, and other health professionals

**Ability to:**

- Effectively assess and evaluate injuries and their severity
- Develop conditioning and rehabilitation programs and manage and treat injuries
- Use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries
- Determine the appropriate referrals for athletes to other health care professionals
- Recognize life threatening situations and administer the appropriate emergency aid
- Use a computer to perform medical, insurance and other recordkeeping functions
- Work in an environment with competing priorities
• Communicate with coaches and student-athletes regarding injuries and rehabilitation plans
• Work outside under varied weather conditions

Minimum Qualifications:
Equivalent to bachelor’s degree in athletic training, physical education, kinesiology or related field of study or combination of education and experience which provides the required knowledge and abilities. Possess and maintain valid state-issued driver’s license with a clean driving record. Current CPR/AED certification under the guidelines of the NATABOC. Course work must include completion of the Board of Certification (BOC) curriculum requirements. Possess and maintain Board of Certification (BOC) certification for Athletic Trainer is required.

Preferred Qualifications:
• Experience with Electronic Medical Record such as Sportware and SWAY
• Master’s degree in Athletic Training or a related field
• Experience performing athletic training duties in a collegiate setting
• Electrical muscle stimulation
• Experience with Ultrasound machine

Application Procedure: To apply, qualified candidates must electronically submit the following materials via email to careers@humboldt.edu:
• Letter of Interest
• Resume or Curriculum Vitae
• Contact information for at least three professional references

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, December 4, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.
Working in the state of California is a condition of employment for this position. Even if part or all of an employee’s assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: https://clery.humboldt.edu/content/annual-security-reports.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. This position may be considered a “Campus Security Authority”, pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 8180
Publication Date: November 3, 2022

See more photos at Cal Poly Humboldt’s Flickr page.