



Family: Clinical & Health Services

Level: AM4

Position Profile Title: Manager 1-Ath Training

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

PROFILE SUMMARY:

Positions in this profile perform supervisory athletic training work, and assist with the management and oversight of administrative operations of the university's Athletic Training Services. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They determine training needs and make appropriate arrangements for provision of training. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Manager 1-Ath Training profile is the responsibility for assisting the Director of Athletic Training with the management of the daily operations of training services and the supervision of Athletic Training staff, including staff athletic trainers, graduate assistants, and undergraduate student athletic trainers. Positions oversee athletic trainers that provide athletic training care and services for multiple sports within the department.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees and assists in the direction of the daily operations of athletic training services and programs for student athletes, including contributing to the development and implementation of strategy, long and short terms goals, budget, policies, and procedures.
2. Supervision of Athletic Training staff including planning, assigning and approving work; rewards/discipline; responding to grievances; hiring/firing (or effectively recommending); preparing and signing performance evaluations/reviews of employees including classified and/or professional faculty.
3. Ensures compliance with university policy, state and federal laws and regulations, NCAA and PAC12 regulations, including maintaining and preparing required medical records and reports in accordance with all government and university guidelines.
4. Provides leadership to the Student Athlete Welfare Committee.
5. May provide direct athletic training services and care to student athletes.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Department
- Direct team
- Student/Parents
- Other External Agencies and Institutions

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ACCOUNTABILITY:

Results are defined by university and division strategy, mission, and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Master's degree in related field.

10 years of experience as an athletic trainer.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.