

HOWARD PAYNE UNIVERSITY

Position Announcement Department of Athletics

Howard Payne University does not discriminate on the basis of race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test. Your signature on the Employment Application indicates your understanding these statements.

POSITION AVAILABLE: Athletic Trainer
DEPARTMENT: Athletic Department
CLASSIFICATION: Full-Time, Exempt Staff with full benefits including dependent tuition waivers

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

As a condition of employment, employees agree to be paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

Job Summary - Under the supervision of the Director of Athletic Training Services, the Athletic Trainer evaluates physical condition, advises, and treats student-athletes to maintain maximum physical health for participation in athletic competition. The Athletic Trainer also maintains medical records, athletic insurance, and other medical paperwork required from the university's athletes and support personnel. The Athletic Trainer will also follow policies and procedures of the athletic department and perform the following essential duties and responsibilities listed on the Job Description that follows.

Minimum Qualifications - A Bachelor's in athletic training or a related field from an accredited University. A Master's degree is preferred. The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University. Must be certified by the Board of Certification of the National Athletic Trainers Association Board of Certification, and be licensed by the Texas Department of Licensing and Regulation. Must be able to travel away from home at least 60% of the time with teams on out of town trips.

Application Procedure: To be considered for this position, please submit the following:

- a letter of application addressing in detail how you meet the position requirements,
- a resume',
- unofficial transcripts, and
- a completed HPU Employment Application (available at: www.hputx.edu/jobs) to:

Katrina Lynn
Director of Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
E-mail: hr@hputx.edu

Application Deadline - Applications will be accepted until the position is filled.

Job Description

Job Title: Athletic Trainer
Department: University Athletics
Reports To: Director of Athletic Training Services
FLSA Status: Exempt, Full-Time
Prepared By: Hunter Sims, Athletic Director
Prepared Date: August 24, 2022
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: August 24, 2022

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Compliance with NCAA Rules and Regulations – An additional essential duty of all athletic trainers is to comply with all NCAA and American Southwest Conference (ASC) regulations regarding athletic training and best practices. The athletic trainers will also report any known NCAA/ASC violations to the appropriate personnel at the University.

Supervisory Responsibilities - Serve as a clinical preceptor for the athletic training program working in conjunction with the Director of Athletic Training Services, Clinical Education Coordinator, and the Director of Athletic Training Program. This job supervises 15-25 student workers.

Essential Duties and Responsibilities include the following. These duties may be performed personally or through subordinate employees and athletic training students: Other duties may be assigned.

1. Plan and implement comprehensive athletic injury and illness prevention programs.
2. Instruct coaches, student-athletes, parents, medical personnel, and community members in the care and prevention of athletic injuries.
3. Recommend special diets in order to optimize student-athlete performance.
4. Confer with coaches in order to select protective equipment.
5. Advise student-athletes on the proper use of equipment.
6. Provide medical coverage for all assigned athletic competitions home and away, practices, and events for the university.
7. Conduct an initial assessment of a student-athlete's injury or illness in order to provide emergency or continued care, and to determine whether they should be referred to physicians for definitive diagnosis and treatment.
8. Care for athletic injuries using physical therapy equipment, techniques, and medication. Apply protective or injury preventive devices such as tape, bandages, or braces to body parts.
9. Accompany injured student-athletes to the hospital when possible.
10. Evaluate student-athletes' readiness to play, and provide participation clearances when necessary and warranted.
11. Assess and report the progress of recovering student-athletes to Director of Athletic Training Services, coaches, and physicians.
12. Collaborate with physicians in order to develop and implement comprehensive rehabilitation programs for athletic injuries.
13. Supervise athletic training students.
14. Assist with the supervision of Student Assembly and Chapel, and the academic success of athletic training students.
15. Follow Howard Payne University, NCAA, ASC policies and procedures directly related to athletic training and best practices. Related to the care, safety, and overall welfare of the student-athletes including but not limited to the prevention, management, evaluation, education, and treatment and rehabilitation of athletic injuries. Follow policies and procedures of the athletic training department.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Modeling Christian Faith - Must be committed to modeling the Christian faith; displays a proven record of modeling the Christian faith in business operations, management roles, customer service functions, and interactions with others; is committed to continuing to model Christian faith in a manner consistent with the University's mission Statement and core values
2. Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well problem solving as part of a group; uses reason even when dealing with emotional topics

3. Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others
4. Interpersonal Skills - Focuses on solving conflict without blaming others; consistently maintains confidentiality; listens to others without interrupting them; keeps his or her emotions under control; remains open to others' ideas and tries new things
5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates effective group presentation skills; participates actively in meetings
6. Written Communication - Writes clearly and informatively; edits his or her work for correct spelling and grammar; varies his or her writing style as needed; presents numerical data effectively; is able to read and interpret written information effectively
7. Teamwork – Balances the needs of the team and individual responsibilities effectively; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above his or her own interests; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed
8. Visionary Leadership - Displays passion and optimism; inspires respect and trust and motivates others to perform well; mobilizes others to fulfill the University's Mission Statement while embracing the University's Core Values; provides vision and inspiration to peers and subordinates; exhibits self-confidence and confidence in others; influences actions and opinions of others effectively; accepts feedback from others; gives appropriate recognition to others
9. Delegation - Delegates work assignments effectively; matches the responsibility to the appropriate person; gives employees the authority to work independently; sets expectations and monitors delegated activities; provides recognition for results
10. Managing People - Includes subordinate employees in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; is available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies feedback (internal and external); fosters quality focus in others; improves processes and services; continually works to improve supervisory skills
11. Ethics - Treats everyone with respect; keeps commitments; inspires others to trust him or her; works with integrity and ethically; upholds the University's Mission Statement and Core Values
12. University Support - Follows policies and procedures consistently; completes administrative tasks correctly and on time; supports the University's Mission Statement and Core Values; benefits the University through external community and professional activities; supports affirmative action and respects diversity
13. Planning/Organizing - Prioritizes and plans work activities effectively; uses time efficiently; plans for additional resources if necessary; sets goals and objectives; organizes and schedules other people and their tasks; develops realistic action plans
14. Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts personal responsibility for his or her own actions; follows through with commitments

15. Safety and Security - Observes University safety and security policies and procedures; determines appropriate actions beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
16. Dependability – Follows instructions; responds effectively to his or her supervisor’s direction; takes responsibility for his or her own actions and keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan

Qualifications - To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience – A Bachelor’s in athletic training or a related field from an accredited University. A Master’s degree is preferred

Language Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, fans, or employees of the University

Math Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software, word processing software, and electronic medical record software

Licenses and/or Certificates - The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University. Maintain current Texas Driver's license. Must be certified by the Board of Certification of the National Athletic Trainers Association Board of Certification, and be licensed by the Texas Department of Licensing and Regulation. Must be able to travel away from home at least 60% of the time with teams on out of town trips.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock and is regularly exposed to extreme outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds and athletic fields of the University. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date