

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Director of Athletics for Sports Medicine

A member of the Athletics Administrative Team, the employee provides oversight of the physical and general wellness of the Academy's student-athletes. The employee is responsible for prevention, evaluation, management, and rehabilitation of injuries sustained by intercollegiate athletes. This includes emergency/acute care, evaluation, referral, modalities application and educational counseling related to the student-athlete's overall wellness. The employee is supervised by the Director of Athletics and operates under the standing orders of the Academy's designated team physician. The employee must be certified by the Board of Certification (BOC), and hold (or obtain immediately upon hire) a Maine State Athletic Trainers license. This is a 12-month salaried position.

DUTIES

- Provide the day-to-day health care management of Maine Maritime Academy student-athletes utilizing sound prevention, evaluation, management, treatment, and rehabilitation services; Creates and implements best practices and procedures related to the delivery of healthcare for student-athletes.
- Provides pre-participation medical history screenings for all student-athletes.
- Coordinate and perform mandatory baseline concussion testing for incoming students in assigned sports.
- Works with the FAR, Compliance Coordinator and other key constituents to ensure the Academy delivers medical care independently, without the influence of coaches and other administrators.
- Works with Student Health Services (academy nurse, team physician, academy counselor, etc.) in providing appropriate medical care to student athletes.
- Represents the Athletic Department on the Academy's Student Early Assistance (SEA) Team.
- Provides direct supervision of one in-house, certified athletic trainer and two contracted athletic trainers and two student employees.
- Schedules and coordinates appropriate per diem coverage and maintains direct contact with the department's contracted sports medicine provider.
- Supervises the strength and conditioning staff to ensure safety in the design and implementation of strength and conditioning program development of varsity athletes.
- Provides pre-event and post-event health care assistance to home and visiting team members.
- Provides appropriate medical coverage at all home athletic contests and traditional-segment practices; provides coverage as appropriate and available for non-traditional-segment practices.
- 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 and medical history updates of all student-athletes. Records all reportable injuries and treatments in each student athlete's medical file/computer record keeping software.
- Routinely monitors injury data for trends and provides recommendations for mitigation on a program-by-program basis; Reports aggregate data annually to the Director of Athletics.

- Follows policies, procedures and protocols for athletic training services based on professional standards, NCAA recommendations, team physician's direction and departmental criteria.
- May perform other athletic related duties as assigned by the Director of Athletics.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal, and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night, holiday and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite, concussion baseline testing software and

REQUIREMENTS

- Minimum of master's in athletic training
- Must be certified by the Board of Certification (BOC) and hold (or obtain immediately) a Maine Athletic Trainers license.
- Knowledge of and experience with implementation of emergency action plans
- Experience in an intercollegiate athletic setting preferred
- Strong interpersonal and management skills

PHYSICAL REQUIREMENTS

- Exerting up to 40 – 60 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements during outdoor activities

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Director of Sports Medicine	Job Code:	
	Wage Grade: 23	Total Points: 516	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	4	32
	B. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	A. Injury to Others	5	40
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	5	40
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	4	32
	Date of last reclassification: 2022-09-28		