



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Assistant Athletic Trainer	9/16/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
Other	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Athletics	Monmouth Campus
Reports to	Position Number
Head Athletic Trainer	E99288
Incumbent	Reports to Position Number
	E99305

SUMMARY
Please provide brief summary of the position.
<p>The Assistant Athletic Trainer position is housed within the Department of Intercollegiate Athletics at Western Oregon University, which provides learning opportunities and prepares students for meaningful lives in a global society while supporting an inclusive, accessible, and diverse campus community. The department sponsors 14 NCAA Division II sports through the Great Northwest Athletic Conference (GNAC) and Lone Star Conference (LSC), serving over 450 student-athletes. This position plays a key role in supporting the health and well-being of our student athletes. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ● Basic emergency care and event coverage ● Risk management and injury prevention ● Evaluation, recognition, and immediate treatment of athletic injuries or illnesses ● Rehabilitation and reconditioning ● Coordination with the team physician for pre-participation evaluations and return-to-play decisions ● Psychosocial intervention and referrals ● Nutritional guidance related to injuries and recovery ● Administrative duties as assigned <p>Athletics staff are expected to maintain a professional appearance and demeanor and adhere to all university policies and procedures, including but not limited to Title IX and FERPA.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement

between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
50%	Providing medical service to specific sports teams as assigned. Perform duties as assigned commensurate with the normal activities related to athletic training services.	Essential
20%	Documentation of injury records and injury reporting maintaining FERPA and HIPPA requirements. Articulate with administrators, coaches, parents and student-athletes within appropriate medical/legal requirements.	Essential
20%	Collaborate with the team physicians, and other allied health-care professionals. Organize and participate in pre-participation physical examinations. Supervise student athletic trainer volunteers	Essential
10%	Ability to work evenings, weekends, and occasional holidays.	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor’s degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Athletic Training, Health, Exercise Science or Related Field
Master’s degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In Athletic Training, Health, Exercise Science or Related Field
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Certified Athletic Training Experience	0-6 Months	1-2 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Adaptability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Problem-Solving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Positive Attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eligible for license in the State of Oregon as an Athletic Trainer
Professional license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NATABOC Certified Athletic Trainer; Oregon State Health Athletic Trainer License
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes	<input type="checkbox"/>

	subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
---------	---	--------------------------

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Interns	1-2

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Choose an item.
Fiscal Responsibilities:	Choose an item.
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$

Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Crawling
	<input checked="" type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
	<input checked="" type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input checked="" type="checkbox"/> Personal Protective Equipment	<input checked="" type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input checked="" type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input checked="" type="checkbox"/> Chemicals	<input checked="" type="checkbox"/> Confined Spaces
	<input checked="" type="checkbox"/> Darkness/Poor Lighting	<input checked="" type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input checked="" type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input checked="" type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 50 pounds
Additional Physical Demands or Work Conditions:	Game day set-up Assisting with movement of student athletes that have sustained an injury if applicable.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Coverage of athletic events dependent on seasonal sport scheduling. Weekly schedule dependent on practice and game schedules with the collaboration of athletic training staff. This position may require weekend hours and/or travel during conference championships.

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Alyssa Asay	
Reviewer (VP / Director)	Reviewer Signature / Date
Randi Lydum	
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken

NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES:

