

**Job Code:.....100332**  
**Position #:(NUNC) (E)**  
**Developed by:.....TB**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
**Date:06/92; 06/09;09/18**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Director, Athletics/Health and Performance  
**DIVISION:** Athletics  
**REPORTS TO:** Director, Athletics  
**GRADE:** 14  
**SUPERVISES:** Associate, Assistant, Graduate Assistant, Intern & Part-time Athletic Trainers; Head, Associate, Assistant, Graduate Assistant & Intern Strength & Conditioning Coaches

**BASIC FUNCTION:**

Responsible for the prevention, care, management and rehabilitation of athletic injuries to those athletes involved in intercollegiate athletics at the University of Rhode Island. Supervise and manage all operations of the Tootell Athletic Training Room and all satellite facilities. Supervise and manage all operations of Student Athletic Development Center. Identify and develop adjunct areas relating to athletic health and performance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work under the direction of the team physicians with regard to athletic injuries and their management.

Work with team physicians with regard to special matters and problems within the Sports Medicine Department.

Organize, supervise, and manage the co-educational Tootell athletic training facility and all other satellite athletic training facilities.

Plan and provide athletic training coverage for those events sanctioned by the Department of Intercollegiate Athletics.

Supervise and evaluate all staff of Associate, Assistant, Graduate Assistant, Intern and Part-time Athletic Trainers.

Serve as liaison to team physicians, consulting physicians, health center personnel, coaching staff, risk management and athletic administration in areas regarding athletic training and strength and conditioning matters.

Coordinate and develop in-house random drug testing program.

Serve as staff contact person for NCAA annual drug testing program.

Organize, plan, and prepare all athletic training budget matters, including purchasing of disposable and capital equipment.

Coordinate and develop URI varsity athletic insurance policies & procedures, including third party billing/revenue through health management system companies such as Vivature.

Coordinate and develop URI athletic mental health best practices, mental health emergency action management plan (MHEAP), and mental health services for varsity student-athletes.

Supervise and evaluate Nutrition Specialist in regards to programming/education components for varsity student-athletes and all members within the athletic department.

Work under the Director of Athletics and with the Head Strength and Conditioning Coach regarding all matters relating to the Strength and Conditioning Department.

Supervise and evaluate the Head Strength and Conditioning Coach.

Work with the Head Strengthening and Conditioning Coach to develop, plan, and prepare all budget matters relating to Strength and Conditioning.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Foster professional growth within the athletic training and strength and conditioning departments through attendance at seminars, conventions, and professionally-related clinics.

Foster professional growth within the athletic training and strength and conditioning departments through staff involvement in state, regional, and nationally-based professional organizations.

Identify and develop adjunct sports medicine and strength and conditioning affiliations.

Identify and collaborate with resources and subspecialties on/off campus such as physical therapy, sleeping/recovery specialist, and supervise clinical master's athletic training students from clinical affiliations/institutions.

Assist in policy development and implementation in the areas of health, safety, and performance.

Perform other duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing and spreadsheet software. Must maintain all national certifications and state licenses.

#### **ENVIRONMENTAL CONDITIONS:**

This position requires travel and periods of event coverage in many different types of internal and external environments.

#### **QUALIFICATIONS:**

**REQUIRED:** Master's degree; Certification by the National Athletic Trainers Association; Minimum of five years of experience within the collegiate athletic setting; Demonstrated supervisory experience;

Demonstrated eligibility for Rhode Island State Athletic Trainer's Licensure; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretations to others; and, Demonstrated ability to work with diverse groups/populations..

**PREFERRED:** Certification by the National Strength and Conditioning Association; and, Minimum of five years of experience within the Division I collegiate athletic setting.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**