

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Athletic Trainer

Department: Athletics

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: Assist in the coordination of all aspects of the Sports Medicine Program for OBU Athletics.

This position has an anticipated start date of June 1, 2026.

Essential Functions:

- Assist the Director with completing physicals for all participating student athletes (all student athletes must have a physical to participate).
- Keep accurate and up to date medical/injury records on all OBU student-athletes.
- Submit injury reports/ claim forms for insurance in a timely manner.
- Serve as the liaison between the coach, student-athlete, team physician and (when appropriate) parents regarding the student-athletes injury, treatment, rehabilitation and return to play.
- Be available during the Athletic Training Room operating hours as well as enforce the policies and procedures for the Athletic Training Room.
- Be willing to travel as assigned by Director as well as work nights, weekends and some holidays.
- Make recommendations to the Director for the Athletic Training Room operating budget by December of each year.
- Assist the Head ATC in tracking the inventory of all supplies in the Athletic Training Room.
- Coordinate physician and physical therapy visits by OBU student-athletes, including travel to and from appointments when necessary.
- Assist the Head Director with the supervision of student athletic trainers.
- Be active within the Athletic Training profession.
- Abide by rules, regulations and procedures as set forth by Oklahoma Baptist University, the Great American Conference and the NCAA.

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Other Duties:

- Other duties as assigned by the Head Athletic Trainer, the Assistant to the Athletics Director, or the Athletics Director.

Required Qualifications:

- Advanced knowledge related to athletic training of various intercollegiate sports.
- Skills required – Sufficient computer and technological skills to operate e-mail, internet, MS Office, fax, copier, phones, organizational materials.
- Abilities required are maintaining effective working relationships with others; to handle confidential matters with tact and discretion; to exercise good judgment in analyzing situations and making decisions; communicate clearly, stand for extended periods of time, sit, climb, pull, squat, bend, kneels, reach, and lift 45 lbs. safely.

Education:

Required: Bachelor's degree in athletic training or related area required.

Preferred: Master's degree in athletic training or related area preferred.

Experience:

- Experience in the athletic training field, preferably at the collegiate level.

Equipment:

Required: Basic Computer and technological skills.

Preferred: Injury Management Software skills.

Preferred: Advanced Computer and technological skills.

Special Requirements:

- Must be a member of a local evangelical* Christian church.*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Must be NATA certified.
- Must be Oklahoma Licensed or eligible.
- Must be willing to travel to away contests as assigned by the Head ATC.
- Please apply using the link for "Administrative Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual

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granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.