JOB DESCRIPTION

Senior Associate Athletic Director of Sports Medicine/Strength & Conditioning

**Definition of Class**
This is a supervisory position in which the incumbent oversees the provision of quality health care for all athletes. Incumbent in this position negotiates, coordinates, administers and maintains all policies and records for the University's health care insurance provided for students participating in intercollegiate athletic programs. Coordinates care of student athletes and communication with providers and physicians. Coordinates drug testing as mandated by the NCAA and a wellness program for student athletes. Supervises all aspects of the Strength and Conditioning Programs and oversees operations of strength and conditioning facilities. Reports directly to the Director of Athletics.

**Examples of Work Performed**
Responsible for the management, coordination, and administration of all aspects of injury/illness prevention, recognition, evaluation, management, treatment, disposition, and health care education and counseling for student athletes participating in the intercollegiate athletics program.

Develops health care policies and procedures regarding medical insurance, physical examinations, medical services and related activities to ensure that the University has a total health care plan for its student athletes.

Supervises a staff of professional athletic trainers and directs the allocation of athletics training.

Coordinate and maintain proper protocol and procedures for physical therapy rehabilitation.

Responsible for purchase requests, purchase orders and receiving reports. Budgets resources and reviews expenditures for the training unit.

Recommends various personnel actions including, but not limited to, hiring, firing, merit recommendations, and vacation schedules. Oversees the hiring and firing of all strength and conditioning coaches and coordinators.

Ensures medical files on all athletes are updated regularly and maintained according to policies and procedures.

Coordinates and administers health insurance benefits daily, for students participating in intercollegiate athletics. Collects and files for payment of all claims against primary and secondary insurance carriers. Maintains files of all insurance records.

Serves as University contact person for the resolution of problems concerning student athlete health benefits; serves as intermediary with vendors and an advocate for athletes, parents, and guardians in resolving problems.

Interprets and counsels athletes, parents/guardians and athletic department staff regarding policies and procedures related to health insurance coverage. Educates coaches as to clearance of athletes for practice or competition upon receipt of proper documentation regarding insurance coverage.

Assists in planning and implementation of insurance coverage for student athletes. Reviews options, negotiates and coordinates insurance coverage with insurance carriers and health care facilities for the students participating in the University’s intercollegiate athletic program.

Organizes and administers the drug testing and substance abuse education program. Ensures that programs meet or exceed the standards set by the NCAA, SEC, University, as well as the national government. Serves as the University representative and liaison for conducting drug testing on student athletes. Establishes contract with testing laboratories; supervises and educates athletic staff on testing procedures; receives specimens and ships to testing laboratories following proper procedures. Reviews test results and
takes proper action for both negative and positive results in accordance with proper policies and procedures.

Coordinates the wellness program for student athletes seeking professional assistance for emotional problems or involved in troubling situations.

Assists with general affairs of the Department of Intercollegiate Athletics, including assisting with game day operations, providing input for the departmental budget, and serving as a representative of the department at various functions.

Develops and directs all administrative policies and regulations for the Strength and Conditioning Program, including those related to nutritional supplements.

Develops and administrates equipment and operation budget for the entire Strength and Conditioning Program.

Ensures the Coordinator of Strength and Conditioning has an effective plan in evaluation of all strength and conditioning coaches.

Directs and coordinates regular staff meetings within the strength and conditioning program and between all athletic trainers.

Ensures rehabilitation programs and strength and conditioning programs work efficiently and beneficially for each other.

Provides monthly updates and reports regarding the strength and conditioning program to the Athletic Director.

Ensures all sports are provided with opportunities and have the highest quality of strength and conditioning training available.

Develops and implements programs that may be unique to strength and conditioning such as weighing of athletes, nutritional counseling and education, etc.

Oversees the operations of all strength and conditioning facilities.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. **Oversees the provision of quality health care for all university athletes.**
2. **Prepares purchase requests, purchase orders, and projects budgetary needs for the next year.**
3. **Ensures proper maintenance of medical files on all athletes.**
4. **Coordinates the drug testing for student athletes.**
5. **Coordinates and administers the health care benefits for students participating in intercollegiate athletics. Interprets policies and resolves problems concerning insurance coverage.**
6. **Coordinates wellness services available to student athletes.**
7. **Oversees the Strength and Conditioning Program.**

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Vision requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl and reach with hands and arms. The incumbent is occasionally required to stand; walk; taste or smell.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in related field.

AND

Experience:
Three (3) years of experience in Athletic Medical Care, managing coordination of multiple athletic sports and events; working with health care providers and physicians.

Licensure:
Maintains National Athletic Trainers Association certification, state license, and CPR certification.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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