

MURRAY STATE COLLEGE
Tishomingo - Ardmore

Job Description

INSTRUCTOR/ ATHLETIC TRAINER

General Description/Primary Purpose:

Provide excellent instruction in college health, wellness, and physical education courses and contribute to campus-wide activities by performing essential functions as listed below. In addition, this position is responsible for delivering the six domains of athletic training (Prevent, Protect, Evaluate, Assess, Rehabilitate, and Counsel) to MSC's Athletic Programs: Men's and Women's Soccer, Men's and Women's Basketball, Baseball, Softball, Men's and Women's Golf, and Rodeo. Works under the general supervision of the Athletic Director.

Classification: Faculty

Academic Rank: Instructor, non-tenure track

Salary: Entry level F1-Faculty masters on the MSC Initial Placement Salary Schedule but exact placement depends on academic level and qualifying experience. Full fringe benefits are included as part of the salary package.

Appointment: 10-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

General Job Functions

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.

2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
4. Support the mission of the college; i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
5. Promote and maintain a positive attitude of service toward students, co-workers and others.
6. Participate in community service activities and programs.
7. Promote and support service-learning activities.
8. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Maintain in coordination with other department faculty (adjunct and full-time) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the Vice President of Academic Affairs.
11. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
13. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
14. Include a writing component in each course and encourage students to utilize the "Help Center".
15. Participate in applicable professional development activities, including the All Employee Meetings.
16. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
17. Support the institutional General Education program.
18. Perform other duties as may be assigned by supervisor.
19. Responsible for budget, inventory, and required materials to supply and operate the training room.
20. Responsible for the taping, bracing, and padding of athletic-related injuries.

21. Responsible for delivering therapeutic modalities to athletic-related injuries.
22. Responsible for primary and secondary survey or evaluation of all athletic-related injuries.
23. Responsible for monitoring ABC's, CPR, First-Aid and other interventions while performing primary survey to all student-athletes.
24. Responsible for the necessary referral of musculoskeletal, neck and/or spine and various other injuries to the appropriate medical provider.
25. Responsible for contacting physicians or contact referrals to coordinate appointments for student-athletes.
26. Responsible for all medical documentation of student athletic-related injuries. Maintain confidentiality of documentation.
27. Responsible for the "medical clearing" of all injured student-athletes.
28. Trainer is required to arrive before, be present, and remain after the game/event as appropriate; responsible for game and event preparation of student-athletes; responsible for game and event medical coverage of student-athletes as scheduled with the Athletic Director.
29. Responsible for the medical counseling of all athletic-related injuries and inquiries by student athletes.
30. Responsible for distributing protocols of therapeutic exercise and rehabilitation to athletic-related injuries.
31. Responsible for distributing necessary insurance paperwork to student-athletes, in regards to athletic-related injuries.
32. Responsible for maintaining state licensure and national certification by annually completing the necessary Continuing Educational Units (CEU). Responsible for completing the necessary annual requirements of CPR, AED, and First Aid Certifications.

Required Knowledge, Skills, and Abilities:

Individuals must possess these kinds of knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Ability to:

1. NIMS General Role Training is required for this position. Please log on to the FEMA website at <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you may

provide a copy to the Office of Human Resources for inclusion in your personnel file.
IS-100.HE & IS-700.a

2. Demonstrate experience of or training in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
3. Demonstrate a deep understanding of germane subject matter that goes well beyond the introductory textbook level.
4. Experience and/or training in the use of state-of-the-art technology in the delivery of instruction, including but not limited to full-motion interactive television, the Internet, and telecourses.
5. Develop critical thinking exercises, well-organized lectures which teach students the importance of maintaining health throughout their lifetime and how to correct health related problems in their lives.
6. Operate a computer and utilize other instructional equipment necessary to support teaching and campus-wide activities.
7. Communicate clearly and effectively to students in large classrooms.
8. Administer first aid and CPR. Supervise student athlete trainers. General knowledge of sports, recreation, or athletic programs and student life in a college setting.

Other Ergonomic Requirements:

While performing the duties, the employee is frequently required to sit or stand for long periods of time. This position requires the ability to walk for long distances (large venue sites), occasionally run for shorter distances (getting quickly to the site of an injured athlete), and frequent bending and twisting. Duties will involve moving materials/objects up to 20 pounds on a regular basis and up to 50 pounds on an occasional basis, as well as assisting an injured athlete. Manual dexterity and coordination using one or both hands are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

The above description covers the most significant duties performed but does not include other related occasional work.

Hours:

Busy work environment with numerous interruptions. Work hours may vary in order to fulfill the responsibilities of the position and/or team schedules. Exposure to possibly disagreeable conditions due to outdoor weather extremes. May be requested to travel with team.

Qualification Standards:

1. *Minimum Education Required:*

- a. Master's degree in athletic training, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education.
- b. Certified by the National Athletic Trainers' Association (NATA).
- c. Current CPR certification, First Aid certificate, and a valid driver's license.

2. *Preferred Experience:*

- a. At least two years of verified successful teaching experience in college-level physical education and athletic training and a willingness to participate within the first two years in an approved teaching effectiveness program resulting in an acceptable level of teaching performance in the classroom.
 - b. Experience and/or training in teaching students from a variety of racial and cultural backgrounds.
3. *Professionalism:* Murray State College faculty are expected to demonstrate dedication to teaching and to show professional competence and enthusiasm in the performance of all responsibilities.
4. *Image:* Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. *Background Check:* The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Résumé
3. Three (3) letters of recommendation or college placement file with at least three recommendations.
4. Unofficial college transcripts (for all course work). Note: Official transcript(s) required upon employment.
5. Murray State College employment application.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.