



# MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

## INTENT TO EMPLOY

**Posting Date: May 6, 2019**

**POSITION: Head Athletic Trainer (Ten-Month) (Deadline Extended)**

**JOB SUMMARY:** The Head Athletic Trainer will report to the Director of Athletics for the development, coordination, and administration of a comprehensive sports medical program for intercollegiate sports. The Head Athletic Trainer will also perform professional and administrative services essential for the successful and development of the program.

### MINIMUM QUALIFICATIONS:

- Strong leadership abilities and knowledge of NJCAA rules and regulations;
- A Bachelor's Degree in Sports Medicine or related field;
- NATABOC certification, Alabama license or eligible;
- CPR certified;
- The candidate must maintain the continuing education necessary to remain a licensed (state) and certified (National Athletic Trainers' Association) athletic trainer in good standing; and
- Computer literacy.

### PREFERRED QUALIFICATIONS:

- Master's Degree in Sports Medicine or related field
- 2-5 years of athletic training at the college level

### ESSENTIAL DUTIES:

- Develop overall athletic training program for Marion Military Institute, including: injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes;
- Provide athletic training services for MMI's athletic department, including attendance at scheduled team practices and home and away competitions as necessary;
- Coordinate and schedule physical examinations and medical referrals for student-athletes to determine their ability to practice and compete;
- Work in conjunction with the coaching staff to ensure safety in the design and implementation of fitness, nutrition, and conditioning programs customized to meet individual student-athlete needs;
- Communicate effectively with the coaching staff/student athletes regarding: injuries/playing status;
- Assist Athletic Director and MMI in the development of the athletic training program budget;
- Administer NJCAA and MMI guidelines for student athlete insurance, to include filing insurance claims;
- Maintain medical/administrative records;
- Evaluate and recommend new techniques and equipment that would enhance the benefit of the athletic training program and health promotion at MMI; and
- Maintain a strong working relationship with the Cadet Health Center (CHC) staff to assist with injuries for cadets not involved with an athletic program.

**SALARY:** Commensurate Salary Schedule C3 for a ten-month contract (\$41,957-\$48,306) according to education and experience.

**PROJECTED START DATE:** August 1, 2019

**APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received in the Human Resources Department by June 24, 2019 at 4:30 p.m.
2. A complete application package consists of:
  - MMI employment application (completed and signed)
  - Letter of interest
  - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
  - Copy of high school diploma or GED and all college transcripts (if a degree is required) [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].
3. Applicant files that are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers.
6. Application forms are available from and should be returned to:

**Marion Military Institute**  
**Human Resources**  
**1101 Washington Street**  
**Marion, Alabama 36756**  
**(334)683.2368**  
[www.cfields@marionmilitary.edu](mailto:www.cfields@marionmilitary.edu)  
[www.marionmilitary.edu](http://www.marionmilitary.edu)

**NOTE: Failure of an applicant to submit, or MMI to receive, any item listed above, on or before the closing date, will result in disqualification from further consideration of the position. Only items which are postmarked on or before the closing date can be accepted after the closing date. An application must be completed in its entirety.**

**Criminal Background Check:**

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a Criminal Background Check consent form and to submit a minimum nonrefundable of \$17.50 payment for the cost of the criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

**MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.**

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An advisory committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability and will require accommodations, please notify use at (334) 683.2368.

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MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

