



WEST VIRGINIA STATE UNIVERSITY

Assistant Athletic Trainer Athletic Department

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in eight men's sports and nine women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is seeking candidates for a full-time, benefit eligible position to work as the Assistant Athletic Trainer starting in August 1, 2025. In this position, the incumbent will provide prevention, care and rehabilitation services for intercollegiate sports that allows for a flexible, and overlapping schedules with two other Athletic Trainers. Specific sport assignments will be determined based on the strengths of the candidate and current employees.

Prior to employment, applicants will have to successfully complete a criminal background and all University screenings. This benefit eligible position includes a comprehensive package including health, vision and dental insurance benefits, retirement benefits, an overlapping schedule, and no travel except with Football regular season and possible post season travel to Mountain East Conference and NCAA for team sports.

Responsibilities for the Assistant Athletic Trainer

- Enforces adherence to the university policies, rules and regulations related to athletics including informing athletes of the rules and regulations and submitting required information in a timely manner
- Ensures that all supplies and equipment are kept secure and properly maintained
- Participates in department, division, and college meetings as appropriate
- Represents the college to external constituencies as appropriate

Requirements for the Assistant Athletic Trainer

- A master's degree or actively working on a master's degree in athletic training or a related field is preferred but not required
- Proof of certification from the Board of Certification (BOC) and a West Virginia State License are required

- Ability to make quick decisions in a life-threatening situation
- Must have knowledge of university, NCAA, conference policies, rules, and procedures
- Demonstrated expertise in all aspects of caring for student-athletes and a commitment to the highest ideals of leadership, sportsmanship and academics
- Ability to mentor highly skilled student athletes
- Demonstrated interpersonal skills and success in working with a variety of persons that will build strong, long-term relationships with team members, students and stakeholders
- Must be able to multitask and manage several projects that may be ongoing during the same time
- Have exceptional attention to detail and organizational skills to produce complete and accurate work and manage production activities
- Demonstrated critical thinking, time management, and ability to troubleshoot complex issues
- Be able to work with minimum supervision and handle pressure situations
- Be flexible, able to prioritize tasks and meet scheduled and unscheduled deadlines
- For more information about the position, email Director of Sports Medicine Kaleb Curtis - kaleb.curtis@wvstateu.edu
- To apply send materials to – jobs@wvstateu.edu

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by May 22 2025. All requested information must be submitted for your application to be considered. – **Salary \$45,000 Annually**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu