

TITLE: Strength and Conditioning Coordinator
DEPARTMENT/DIVISION: Athletics
REPORTS TO: Athletic Director
CLASSIFICATION: Professional, Full-Time
SALARY: \$32,500 - \$35,000, based on education and experience

POSITION SUMMARY

The Strength and Conditioning Coordinator is responsible for answering questions from athletes and coaches, covering games and practices to ensure the safety of athletes, and coordinating medical care. This position provides athletic training services (including prevention, evaluation, management and rehabilitation) to SSC student athletes in office, team practices and athletic events. This position requires evening and weekend hours, as well as some travel.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Attends athletic games and events as scheduled with the Athletic Director and/or coaches.
- Assists in obtaining medical insurance information and acts as liaison for medical appointments with healthcare professionals such as physicians, orthopedic surgeons, physical therapists, insurance companies and other medical professionals.
- Discusses the skills of safety, conditioning, nutrition, and physical health in each sport.
- Communicates with student athletes, coaches and parents/guardians concerning injuries when appropriate.
- Follows all departmental and college procedures in a timely, ethical, conscientious, and professional manner.
- Adheres to NJCAA, Region II and OCAC by-laws as well as the NJCAA Code of Ethics.
- Demonstrates experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Teaches athletic care and prevention, or other athletic training courses as needed.
- Assesses risk of injury, performs ergonomic evaluation, student athlete self-care assessments/implementation, and overall promotion.
- Documents all student athlete encounters electronically.
- Minimizes risk of injury through awareness, education, and prevention strategies like strength and conditioning.
- Assists in providing detailed injury assessments and evaluation records, including rehabilitation tracking.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A. Education:** Bachelor's degree required; masters preferred. BOC certification preferred. Previous training experience at the college or high school level or by demonstrating knowledge through college varsity participation.
- B. Skills:** General knowledge and familiarity of computers; ability to learn various software programs to support the functions of the position. Must have knowledge of a large range of athletic injuries and general medical problems, injury assessment and evaluation skills, Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per licensure and governing body (NJCAA) guidelines. Ability to communicate effectively in high stress/pressure situations when talking to student athletes, coaches, medical professionals, staff and families. Ability to organize, prioritize and perform multiple tasks with little or no supervision.
- C. Abilities:** Individuals must possess the knowledge, skills, and abilities listed, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

Application review will begin immediately. The salary for this position is \$32,500 - \$35,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, long-term disability, group health and dental insurance, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check and funding.

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.

Posted August 21, 2025