

## Program Assistant - Wildlife Clinic Tufts University

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Downloaded On: Jun. 9, 2023 1:27am

Posted Mar. 17, 2023, set to expire Dec. 31, 2023

<b>Job Title</b>	Program Assistant - Wildlife Clinic
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 17, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Agriculture/Animal Care
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/18706?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/18706?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Department of Infectious Disease and Global Health combines public/population health, international medicine, wildlife and conservation medicine and infectious disease teaching and research. The department's goal is to improve human, animal and ecosystem health locally, nationally and internationally.

### What You'll Do

The Program Assistant is primarily responsible for managing the front desk in the Wildlife Clinic.

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This position will require the assistant to learn about the field of wildlife rehabilitation and about federal and state regulations governing wildlife activities.

Key responsibilities for the Program Assistant at the Wildlife Clinic include:

- Responding to inquiries from the public regarding injured, orphaned, and nuisance wildlife and providing information for their wide variety of questions about wild animals
- Admitting patients for clinical care and coordinating specialized care with other hospitals at the Cummings School
- Providing patient updates as necessary
- Managing and analyzing data from the clinic's online database by entering patient data, ensuring information is accurate for annual reports, and providing information as needed to Clinic personnel
- Coordinating all legal aspects of patient releases and facilitating transport throughout New England; maintaining and updating Federal & State permits;
- Managing shipping of hazardous materials; coordinating media inquiries and press releases with Public Relations;
- Providing tours to donors and visitors with strong interest in wildlife
- Acting as a liaison to local, regional and national wildlife rehabilitators, veterinarians, biologists and state and federal agencies
- Processing cash and credit card donations
- Training students and staff on fielding basic wildlife calls from the public
- Manage clinic calendars and coordinate various functions; sorting mail, receiving deliveries, and assisting/coordinating other clinic activities, including front desk operations, as needed for smooth running of the Wildlife Clinic.

### What We're Looking For

#### Basic Requirements:

- Associate degree
- Strong communication skills with 2 years of experience in a public-facing role.
- Valid US Driver's license.
- Proficient in Microsoft Office suite.
- Ability to lift up to 40 lbs. with or without accommodation.

#### Preferred Qualifications:

- Bachelor's degree with 1or more years of veterinary and wildlife rehabilitation related experience or knowledge.
- Demonstrated ability to learn new technology.

### Pay Range

Minimum \$21.20, Midpoint \$25.45, Maximum \$29.70



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Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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