

## Veterinary Assistant - Tufts at Tech Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242881>

Downloaded On: Aug. 17, 2024 6:18am

Posted Aug. 8, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Veterinary Assistant - Tufts at Tech
<b>Department</b>	Tufts At Tech Community Veterinary Clinic
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 8, 2024
<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/20822?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20822?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts At Tech Community Veterinary Clinic is a veterinary teaching clinic operated by Cummings School of Veterinary Medicine, Tufts University, which provides high quality primary and preventive veterinary care to underserved pets in greater Worcester. Located inside Worcester Technical High School, the clinic also provides experiential learning and work experience for Tufts' 4th year veterinary students and the veterinary technician assisting students of Worcester Technical High School.

### What You'll Do

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The cross-trained veterinary assistant / receptionist is responsible for providing high quality nursing care in a team approach and supporting the veterinary assistant students in technical and animal handling practices. This position will also be responsible for assisting operations at the front desk.

Essential Functions as the Veterinary Assistant and receptionist will be:

Patient Care and Technical Support

- In a teach-while-doing model, perform veterinary technical support, monitoring, and treatment of medicine and surgical primary care cases. Specifically, complete patient restraint, venipuncture, anesthesia monitoring, dental cleaning, radiology, bench top diagnostics, and related medical records entries.

Front Desk Operations and Direction of Students

- Using a teach-by-doing model, perform client support functions such as reception, phone triage, client check-in/out, billing, and cash handling.

Cleaning, Stocking, and Ordering

- In a teach-by-doing model, ensure that the clinic is fully stocked, and is clean and orderly.
- Complete inventory management and ordering.
- Maintain clinic equipment (surgery, anesthesia, radiology, dental, blood machines, etc.).

Other

- Other duties as assigned.

The schedule for this position will be Monday - Friday

## What We're Looking For

### Basic Requirements:

- Knowledge and experience as typically acquired through two years of related experience preferred
- AVA or licensure eligible
- Solid office computer skills, and strong technical background
- Ability to lift up to 50 pounds with or without accommodation
- CORI background check

### Additional Preferred Experience, Education, etc.

- Ability to work with a diverse student and client population, and be eager to contribute to a learning environment
- Good technical ability, strong organizational skills, and the ability to support students and the clinical veterinarian
- Clear, professional communication skills and ability to deliver constructive feedback

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- Flexibility strongly preferred as days are unpredictable and the job duties are variable
- Ability to work independently (and also to follow directions as needed)
- Knowledge of or willingness to learn clinical laboratory techniques
- Bilingual (Spanish) is preferred, or knowledge of another second language
- Passion for primary care veterinary medicine education, and supporting the community

### **Pay Range**

Minimum \$19.20, Midpoint \$22.20, Maximum \$25.40

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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