

Overnight Veterinary Technician Supervisor- Inpatient
Medicine
Tufts University

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Posted Aug. 15, 2025, set to expire Dec. 31, 2025

Job Title	Overnight Veterinary Technician Supervisor- Inpatient Medicine
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/22159?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Cummings School of Veterinary Medicine at Tufts provides 24-hour care for pets 365 days of the year. Since 1985 we have offered high quality medical care, consultation, referral, and emergency veterinary services for the care of dogs, cats, exotic pets and large animals. We are currently hiring an experienced Veterinary Technician to be an intrinsic member of our leadership team in the Foster Hospital for Small Animals Inpatient Medicine department.

What You'll Do

The Inpatient Medicine Veterinary Technician Supervisor oversees an integrated clinical care team to provide high quality nursing care to inpatients from all departments. This is a unique opportunity to care for many different types of patients and utilize a wide variety of your technical skills and knowledge. The Veterinary Technician Supervisor utilizes exceptional

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verbal and written communication and interpersonal skills to provide coaching and mentorship to all team members. The Veterinary Technician Supervisor engenders a spirit of collegiality, collaboration and teamwork both within the section and throughout the hospital. In addition, the Veterinary Technician Supervisor oversees the educational experience of veterinary students on each rotation.

Essential Functions as an Inpatient Veterinary Technician Supervisor will be:

Patient Care - Provide high quality patient care including the following:

- In collaboration with other department supervisors and shift leaders, oversee the clinical care provided by veterinary technicians and Animal Care Attendants throughout the section. Monitor, manage and implement treatment plans as ordered by clinicians to ensure prompt delivery of high-quality patient care.
- Assist clinicians, students and veterinary technicians with procedures and treatments.
- Collaborate with administrative and clinical care team members throughout the hospital to coordinate and prioritize patient care.
- Ensure the completion of diagnostic testing as ordered by clinicians including bench-top lab tests.
- Provide technical assistance for clinical, academic and research.
- Ensure effective communication with Clients to provide education, explain treatment plans and review discharge instructions including medication administration.
- Instruct veterinary students and student technicians in all technical aspects of patient care.
- Assist in training, orienting and mentoring new Veterinary Technicians in all aspects of the department.

Leadership and Management – Leadership responsibilities will be administered primarily on the clinic floor but will also include designated administrative time off the floor. The specific allocation of time will depend in the needs of the Service and the Hospital. Responsibilities include:

- Collaborate with team members, Veterinary Technician Supervisors, Section Heads and Hospital Administration to ensure the successful operation of both the assigned section and the Small Animal Hospital at large.
- Oversee the allocation of veterinary technician resources including scheduling.
- Foster an environment of open communication, trust and respect. Conduct and attend team, section and supervisor meetings and meetings with individual team members to enhance communication.
- Oversee the recruiting and interview process for new veterinary technicians.
- Oversee the training and on-boarding of new staff. Ensure that new team members understand the processes and protocols of the clinical operations.
- Provide feedback and coaching to individual veterinary technicians to enhance professional growth and improve performance. Offer feedback to the entire team to help develop healthy interpersonal dynamics within the group. Organize continuing education events for team members.
- Address questions and troubleshoot issues raised by the veterinary technician team. Elevate issues to administration as appropriate.
- Lead the annual performance planning and evaluation process for the veterinary technician team. Recommend merit increases and promotions for veterinary technicians.
- Oversee section finances including overtime budget, supply purchasing and weekly payroll.
- Oversee management of the controlled substance inventory.

Departmental and Additional Responsibilities:

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- Cleaning and stocking of supplies and equipment in anesthesia, diagnostic imaging and pharmacy as needed.
- Complete projects as assigned by supervisor.
- Facilitate the maintenance of clinical equipment by identifying malfunctioning equipment and scheduling service.
- Participate in Departmental and Hospital-wide initiatives as required

What We're Looking For

Basic Requirements:

- High School diploma or equivalent plus 5 years related work experience
- Certified Veterinary Technician in good standing
- Demonstrated leadership skills and resourcefulness. Ability to effectively manage personal responsibilities as well as the resources of the service.
- Demonstrated ability to provide exceptional service to both internal and external customers.
- Able to work independently as well as a part of a team.
- Highly motivated enthusiastic self-starter with a professional attitude
- Ability to work in a busy, stressful environment with diverse personalities while maintaining a calm, professional demeanor.
- Exceptional interpersonal and communication skills with the ability to work effectively as a member of a diverse team of clinical and administrative professionals.
- Fundamental understanding of Human Resource principles, practices and regulations.
- Comprehensive understanding of medical terminology and veterinary pharmacology.
- Monitor and troubleshoot physiological patient parameters.
- Experience with Microsoft Office and Hospital based programs.
- Ability to lift up to 50 lbs. with or without accommodation.

Preferred Qualifications:

- 5 or more years experience in a specialty or academic hospital
- Previous veterinary technician supervisory or leadership experience
- Previous experience with hospitalized patients
- Experience in a Specialty Hospital or Academic Hospital
- Required technical skills include:
 - IV catheterization
 - Phlebotomy
 - Dosage calculations
 - Fluid therapy
 - Intubation
- Exotic animal handling skills. Exotic animals include birds, rabbits, ferrets, guinea pigs, rodents, special small mammals (such as chinchillas or hedgehogs), reptiles, and amphibians.

Pay Range

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Minimum \$33.00, Midpoint \$39.30, Maximum \$45.60

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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