

Clinic Administrator - Luke and Lilly Lerner Clinic Tufts University

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Posted Oct. 13, 2025, set to expire Feb. 21, 2026

Job Title	Clinic Administrator - Luke and Lilly Lerner Clinic
Department	Luke and Lilly Lerner Clinic
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 13, 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/22421?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Luke and Lily Lerner Spay/Neuter Clinic provides students at the Cummings School of Veterinary Medicine with opportunities for both pre-clinical and clinical surgical training while serving pets and people in need. The Clinic provides high level spay neuter services to shelter and community animals while training veterinary students in the clinical competencies needed for anesthesia and surgery of healthy feline and canine patients. The pre-clinical surgical training programs run out of the Lerner Spay Neuter clinic include Introduction to Anesthesia and Small Animal Surgical Techniques (ISAAST), which is a required class for all third-year students, and the second-year clinical rotation elective. We offer a fourth-year clinical elective, Primary Care Procedures (PCP), which has a focus on spay neuter, other primary care surgery, and dentistry. We also run an outreach clinic for clients living in public housing and periodic Community Cat Clinics. Finally, we assist with dental training labs and other clinical skills laboratories run by our colleagues.

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What You'll Do

The Clinic Administrator is responsible for the management of the daily operations of the clinic (including the outreach and Community Cat Clinics), ensuring efficient and effective delivery of client care. The position is also responsible for day-to-day supervisory responsibilities of clinic staff, including recruitment, training, tracking and entry of time, as well as performance evaluation/management.

Essential Functions and responsibilities of the Clinic Administrator will be:

Client Care:

- Ensure efficient operations of the clinic, including adequate staff coverage, client admissions, payment for services, communicating treatment plans, and resolving difficult situations.

Front Desk Operations:

- Responsible for monitoring the clinic budget.
Responsible for monitoring financial operations.
Ensure continuous improvement in clinic operations.

Staff Supervision & Clinic Management:

- Hire, train and evaluate clinic staff.
Responsible for staffing and human resources functions.
Create job postings for vacant positions and interview candidates.
Develop training plans for new employees.
Provide employee feedback and coaching.
Lead regular team meetings.
Manage overall clinic performance and client satisfaction.

Compliance & Administration:

- Ensures the clinic adheres to all healthcare laws, regulations and standards.
In collaboration with Clinic Director, develop and implement clinic policies and procedures.
Manage the ordering and inventory of medical and office supplies.

The anticipated schedule for this role will be Tuesday - Friday 9 AM - 6 PM

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What We're Looking For

Basic Requirements:

- Bachelor's degree and 3-5 years related experience
- Proficient knowledge of Microsoft Office suite
- Driver's License
- Ability to communicate effectively and professionally in written and verbal expression
- Strong organizational, financial, and leadership skills
- Ability to work with a diverse student and client population
- Ability to lift up to 40 pounds with or without accommodation

Preferred Qualifications:

- CVT strongly preferred
- Additional language skills (Spanish, Portuguese or other) strongly preferred
- Experience working within a post-secondary education environment
- An understanding of the organizational mechanics of veterinary clinics, animal shelters, and shelter medicine is an advantage in communication with students about the program

Pay Range

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

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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