

CROWDER COLLEGE

POSITION DESCRIPTION

Status: PT, continuation dependent upon funding	Title REGISTERED VETERINARY TECHNICIAN LAB ASSISTANT
Revised: 11/27/2018	Department VETERINARY TECHNOLOGY PROGRAM
Level: Range 6	IPEDS CLASSIFIED STAFF
FLSA: Non-Exempt	Reports to VETERINARY TECHNOLOGY DIRECTOR/ AGRICULTURE DIVISION CHAIR

POSITION SUMMARY

Registered Veterinary Technician Lab Assistant to the Veterinary Technology Program plus any other assignments by the division chair and in keeping with the guidelines listed below. Assignments may include off schedule hours.

MAJOR FUNCTIONS

1. In the area of Radiology
 - a. Maintain IDEXX software updates and equipment, including routing Quality Control
 - b. Prepare example x-rays for lectures
 - c. Set-up equipment prior to radiology labs and maintain equipment afterwards.
 - d. Follow IACUC protocol on radiation exposure per patient.
2. In the area of Surgery
 - a. ECG, Fluid Pump, Warmer Unit, Anesthetic Machine maintenance.
 - b. Set up and prepare for surgery labs
 - c. Rotate surgery packs and check for expired packs
 - d. Keep gowns, drapes in appropriate aseptic condition
 - e. Manage inventory of surgery supplies
3. In the area of Kennels
 - a. Daily patient management including records, vaccinations, HW prevention, flea control, Avimark
 - b. Monitor food usage and maintain inventory of food and cat litter
 - c. Daily kennel inspections and work with weekly kennel groups to provide appropriate animal care
 - d. Control temperature and humidity in animal areas
 - e. Be aware and in compliance with IACUC protocols
 - f. Oversee animal adoption and coordinate pick up with new owners
4. In the area of the Treatment Room
 - a. Maintain Oxygen supply
 - b. Complete quality control on CBC and Chemistry machine, Autoclave, ECG, Warming Equipment, and Anesthetic Machines
 - c. Set-up for labs for Companion Animal Lab, A&P Lab, VHI, VHII, Clinical Pathology I Lab, Clinical Pathology II Lab, and Lab Animal Labs
 - d. Manage Surgery Skills Sign-Up with students
 - e. Manage inventory and expired products
 - f. Maintain crash cart
 - g. Adhere to OSHA guidelines and maintain SDS sheets for program medication and supplies
5. In the Classroom and Office area
 - a. Assist in grading and Blackboard management
 - b. TK20 and Essential Skills List management with students
 - c. Assist in Lab Practical Finals
 - d. Participate in Vet Tech Club activities and organization like calendar sales, T-shirt orders, Vet Tech Week Activities, etc.

- e. Participate in Department Activities and events when possible. Fundraising, Aggie Day, Roughrider Scholarship Rodeo, Ag Division meetings, Show-Me-Crowder, Tractor Pull, Foundation Dinner, etc.
 - f. Prepare students for VTNE success
 - g. Keep CE hours current and maintain a current license with the MVMB
 - h. Any others duties or tasks as required by Veterinary Technology Program
6. Learning is the key to human growth and development. The primary function of employees at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, employees are expected to:
- Devote full time and energy to maximize student learning outcomes.
 - Continue learning through professional development activities.
 - Be role models for learning behavior.
 - Include students in all facets of instruction, guidance, and academic association.
 - Maintain confidential relationships with respect to student information.
 - Respect student thought.
 - Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
 - Submit required reports by deadlines.
 - Support college activities.
 - Perform departmental and divisional responsibilities.
 - Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Registered Veterinary Technician with a Missouri license who is a graduate of an AVMA accredited program
2. Minimum of five (5) years of Veterinary Practice Experience
3. Associates in Applied Science in Veterinary Technology is required, Bachelor's Degree in a related field is preferred
4. Experience in teaching preferred.
5. Excellent communication skills, both verbal and written, as evidenced by a significant level of presentation experience and/or client education.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
 - Ability to use E-mail.
 - Ability to perform basic Jenzabar/MYCrowder functions.
 - Ability to perform basic word processing using MS Word.
 - Ability to perform basic spreadsheet functions using MS Excel
 - Ability to perform basic presentation functions using MS PowerPoint
 - Working knowledge of Blackboard and Smartboard technology is a plus.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.
3. Operate Avimark equipment
4. Operate IDEXX equipment

POSITIONS SUPERVISED

Workstudy students

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals. Occasional work outdoors and/or in a barn environment.
2. Ability to lift a minimum of 50 pounds
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
4. A neat appearance and appropriate business-like/work environment apparel are required

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is routinely required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.