

Coordinator, Clinical - Veterinary Technology

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 202004

Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Department Chair, Veterinary Technology

Job Purpose

To coordinate Veterinary Technology student clinical placements and lab rotation schedules.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates all Veterinary Technology student clinical placements and rotation schedules; acts as primary Veterinary Technology Program clinical liaison with affiliates, on-site clinical instructors, and Department Chair.
2. Coordinates the schedule of and performs Veterinary Technology Programs clinical site visits.
3. Assists faculty with development, creation and management of Veterinary Technology student clinical documents and evaluation tools.
4. Coordinates day to day activities of the Veterinary lab including scheduling, lab set up, and management of lab equipment and supplies.
5. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices including proper scan ergonomics and equipment handling.
6. Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories.
7. May research, evaluate, and recommend new lab materials, equipment and instructional scanning techniques.
8. Responds to inquiries inside and outside of Austin Community College; may work with organizations outside of ACC in relation to Veterinary Technology Programs lab activities.
9. Acts as a liaison between lab personnel, the Department Chair, faculty and the Safety Office.
10. Provides assistance to instructors and/or students in a clinical lab setting.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Skills, equipment, supplies and technology applicable to Veterinary Medicine.
- Safety standards and practices used in lab/clinical and classroom settings.
- Processes for maintaining lab equipment.
- Processes used in scheduling clinical rotation assignments.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including occasional evenings, weekends, and wearing a pager as required.
- Following established procedures in emergency situations.
- Coordinating lab activities and clinical activities.
- Providing assistance to students and instructors in the clinical and lab environments.
- Promoting and ensuring safe lab practices including proper ergonomics.
- Maintaining confidentiality of work related information and materials.
- Researching, evaluating, and recommending new lab equipment and supplies.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications.

Physical Requirements**Required**

- Work is primarily performed in the Veterinary Technology lab, clinical sites and office settings.
- Manual dexterity and ability to lift and move up to 50 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

Work Experience**Required**

- Three years related clinical work experience as a Veterinary Technologist.

Preferred

- More than three years related experience as a Veterinary Technologist.
- Community college teaching experience or experience in Veterinary Technology Program.

Education**Required**

- Associate's degree in veterinary technology or in related science, or equivalent combination of education, training or experience.

Licenses/Certifications**Required**

- Current Registered Veterinary Technician.

Other**Required**

- Reliable transportation for travel in the Austin and central Texas area as required.

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.