



VERMONT STATE COLLEGES

Job Class Description

**VETERINARY TECHNICIAN
VSC UP PAT BARGAINING UNIT**

**VSC Grade 11
NON-EXEMPT**

BASIC FUNCTION

To provide support for the faculty and students in all aspects of the Veterinary Technology Program including facility maintenance, laboratory assistant, inventory control and care of program animals and supervision of animal care students.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Supervise/carry out the physical set-up and preparation of equipment and materials needed for specific labs as well as the return of equipment and materials to storage.
- Responsible for accurate documentation and completion of all records in compliance with USDA, OSHA, AVMA, and DEA regulations.
- Participates in the biannual meetings of the Institutional Animal Care and Use Committee. Responsible for recording minutes and correction of noted deficiencies by due date.
- Supervision of students enrolled in Veterinary Technology courses VET Animal Care 1051 and VET Animal Care 1052 which includes monitoring and noting academic progress and compliance with policies/procedures set forth in the course descriptions for grading purposes. Weekly review of animal records to correct student errors and maintain USDA compliance.
- Responsible for procurement, care and supervision of animals used in the Veterinary Program for teaching purposes including but not limited to: canine, feline sheep, swine, chickens and horses. Procurement will coincide with use in specific courses, availability of appropriate housing in accordance with USDA regulations and the requirements of VET courses 1051/1051. Supervision of students enrolled in VET 1051 & 1052 who have primary responsibility for care of program animals. Assume primary care responsibility when class is not in session and animals are housed on campus or supervise direct hire/work-study students performing these duties.
- Order supplies used by the Veterinary Technology program which include but not limited to laboratory supplies, bedding and animal feed, drugs, surgical and radiographic supplies.
- Assist faculty in conducting and supervising labs including surgery and radiography, explaining and demonstrating new techniques, assisting students with procedures or projects, ensuring proper use of equipment/materials. Assist in administering and grading lab quizzes and exams, evaluating lab manuals.
- Administer anesthesia, monitor animals under anesthesia as well as during post-op recovery from surgery and anesthesia.

- Be on call and available for non-medical problems and act as liaison between students and program veterinarian for medical emergencies as needed outside of standard work schedule of the College. This includes evenings, nights, weekends and holidays when animals are in the facility.

SUPERVISION RECEIVED

Minimal supervision is received from the Dean of Academic Affairs or other senior staff or faculty member.

SUPERVISION EXERCISED

Partial administrative and functional supervision of all students enrolled in the Veterinary Technology Program as well as work-study students.

MINIMUM QUALIFICATIONS

Associates Degree in Veterinary Technology or in an appropriate discipline plus three years experience in a clinical veterinary practice or a combination of comparable education and experience.

- Strong academic background in the veterinary technology discipline with good technical lab skills, including some relevant skills in equipment maintenance and repairs.
- Good basic administrative and supervisory skills
- Good basic teaching and informal advising/coaching skills desirable.
- Ability to deal effectively with faculty, students and staff.
- Must be able to lift approximately 50 pounds.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.