

**Position Title:** Veterinary Assistant – Community Practice

**Department:** Veterinary Medicine & Surgery

**Position Type:** Staff

**Job ID:** 52147

**Job Description:**

The **College of Veterinary Medicine** at MU is on a mission to inclusively educate and train outstanding clinicians and scientists from diverse backgrounds, generate new knowledge, engage stakeholders, and foster economic growth, all of which promote and protect the health and welfare of animals and people.

*Simply put, our mission is to Teach, Heal, Discover and Serve.*

Veterinarians throughout the Midwest refer animal clients to the **Veterinary Health Center** for specialized diagnoses and treatment. With sophisticated therapeutic equipment that includes an underwater treadmill, advanced imaging techniques, and groundbreaking equine lameness diagnostic equipment, we are a center for animal healthcare.

We are seeking a **Veterinary Assistant to join our Community Practice service**. Our facility, located at Clydesdale Hall, provides state-of-the-art teaching and medical services, including ambulatory services. In addition to regular check-ups and preventive health care, we feature cutting edge surgical and intensive lifesaving medical care.

**Veterinary Assistant Job Responsibilities May Include:**

- Safely restrain, handle and transport patients
- Exercise patients in designated area as instructed
- Clean, organize and stock treatment and examination rooms
- Respond to phone inquiries regarding appointments
- Utilize hospital information system and other software for data entry
- Assist with monitoring hospitalized patients and provide ward care
- Collect samples (e.g., blood, urine and fecal) and administer medications as instructed
- Perform basic diagnostic procedures as requested within skill set of the particular assistant consistent with MVMB guidelines.
- Prepare operating room set-up / break-down and cleaning instruments and surgical suite
- Maintain and care for diagnostic and surgical equipment.

**Shift:**

This is a full-time, 40-hour week position. Shift is Monday – Friday 8am – 5pm

**Minimum Qualifications:**

High school diploma or equivalent experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications:**

Successful candidates will exhibit the following skills and core competencies:

- Ability to thrive in a fast-paced, dynamic, and collaborative environment.
- Continuous learning and professional growth and development mindset.
- Excellent written and verbal communication skills and the ability to interact effectively with diverse internal and external stakeholders, constituents, and clients.
- Keen understanding of animal behavior and strong clinical skills to properly evaluate a patient's condition.
- Detailed-oriented and well organized to take medical histories, carry out instructions, document patient statistics and update records.
- Enjoy working with animals and have the ability to comfort, handle and restrain large and small pets.

**Anticipated Hiring Range:**

Salary:\$15.00/hour

Grade: GGS-004

University Title: Veterinary Assistant

Internal applicants can determine their University title by accessing the Talent Profile tile in myHR.

**Benefit Eligibility:**

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

**Values Commitment:**

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

**Equal Employment Opportunity:**

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eoo> or call the Director of Employee and Labor Relations at 573-882-7976.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.