

Position Title: Veterinary Assistant - Ophthalmology

Department: Veterinary Medicine and Surgery

Position Type: Full-time Staff

Job ID: 51038

Job Description:

Veterinary Assistant position for Ophthalmology is dual posted with Veterinary Technician position for Ophthalmology and only one will be hired.

Please consider joining our wonderful team in veterinary ophthalmology at the MU-Veterinary Health Center! We have the unique privilege of serving our clients by helping to preserve and restore vision and comfort in our patients. We are one of the few specialties in Veterinary Medicine that cares for a diverse animal population including small animal, equine, food animal, raptors, and some zoo animal medicine. We are a small group of dedicated clinicians, residents, and technician with a dynamic, inclusive team spirit that works hard together and is committed to a supportive and fun work environment!

The Veterinary Ophthalmology Service of the MU Veterinary Health Center offers referral services to practicing veterinarians in Missouri and surrounding states. Complete veterinary ophthalmology diagnostic, medical, and surgical services are provided for companion animal, food animal, and equine species. The individual filling this position will be an active participant and play an integral role in our ophthalmology program.

Duties will encompass all aspects of our clinical service, including:

- client communication
- scheduling
- surgery
- student and resident training
- digital computer cataloguing
- service files and equipment organization and maintenance
- clinical research

Shift:

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 candidate will exhibit the following skills and core competencies:

- Present a friendly and empathetic demeanor
- Maintain a high level of professionalism

- Communicate clearly and effectively with diverse internal and external constituents and client populations
- Be able to thrive in a busy, fast-paced environment and effectively manage multiple tasks, projects, and priorities
- Bring a high degree of organization and attention to detail
- Exhibit a willingness to learn and grow professionally, as well as be a supportive and collegial team member

Anticipated Hiring Range:

Salary Range: \$15.00 - \$15.25 per hour

Grade: GGS-004

University Title: Veterinary Assistant

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

Application Materials:

Please attach a cover letter and resume with your application

Community Information:

Columbia offers small-town friendliness with big city features and a high quality of life for people of all ages and interests. Founded on education and known as an ideal college town, its location also makes it an attractive spot for businesses and travelers. Located on Interstate 70 and U.S. Highway 63, Columbia is right in the middle of the state and the nation. Just a couple hours' drive from St. Louis and Kansas City, Columbia is Boone County's largest population center offering big-city culture, activities, and resources with a low cost of living. Columbia is home to a variety of restaurants and entertainment venues and hosts more than a dozen cultural festivals each year. If you want to grow your career, continue your education, raise a family, and retire, Columbia is a good place to be!

Benefit Eligibility:

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://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/eeo> 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.