



WE ARE HIRING

# DISCOVER WHAT MATTERS.

**Innovative research, creative scholarship, connection, collaboration, lifelong learning and lots of opportunity—Mizzou has it all.**

## POSITION SUMMARY

We are seeking a **Veterinary Assistant** to join our **Small Animal Emergency 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. Our assistants impact the quality of life for our patients as well as their owners and families. We are seeking energetic, caring, empathetic, and driven individuals who seek an environment that fosters continuous learning and professional development as well as top notch service delivery.

### About the College of Veterinary Medicine

The College of Veterinary Medicine at MU is on a mission to 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.

### About the University

As a flagship, land-grant institution and one of only 65 universities across the U.S. and Canada to be a member of the prestigious Association of American Universities, the University of Missouri is a campus where empathy, innovation and hard work combine to solve the world's grand challenges. We tackle diverse problems because Missouri is a diverse state—from the southern Ozarks to the northern plains. We are Mizzou, where Black and Gold runs deep and Truman the Tiger embodies our bold spirit.

### About Columbia

Ranked by the American Institute for Economic Research as one of the nation's top 10 college towns, Columbia combines small-town comforts, community spirit and a low cost of living with big-city culture, activities and resources. Our city of about 110,000 people lies midway between Missouri's largest metro areas: St. Louis and Kansas City.

## POSITION INFORMATION

**Job Title:** Veterinary Assistant

**Date:** March 2024

**Service:** Small Animal Emergency Services

**Job ID #:** 51123

**Pay Range:** \$15 per hour

### TEACH | HEAL | DISCOVER | SERVE

#### Standard responsibilities will vary based on clinic needs, but 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.

**The Veterinary Health Center Small Animal Emergency is open 24 hours a day, 7 days a week.** This position is 40 hours a week on one of the following schedules; **Position 1:** Wednesday – Saturday, 2pm – 12am or **Position 2:** Friday – Monday, 6am – 4pm

#### 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 constituent and client populations.
- 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.

*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>.*

*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.*

## OUR EMPLOYEES

- Transform lives
- Collaborate to achieve mutual success
- Learn, discover and innovate each day
- Are supported, valued and empowered
- Work in a safe, welcoming and transparent environment.