Position Title: Program / Project Support Coordinator I

Department: Veterinary Medicine & Surgery

Position Type: Staff

Job ID: 51770

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 Program/Project Support Coordinator I. 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.

This position will provide direct support to the Hospital Administrator. The primary purpose is planning, logistics and organization/coordination of meetings, events, and information. This position also assists with special projects for the Veterinary Health Center. The incumbent will need to anticipate and recognize needs and initiate recommendations or solutions as appropriate. This position is expected to perform well beyond following directions. Excellent communication and critical thinking skills are essential.

Specific duties and responsibilities to include:
- Manage Hospital Administrator’s Outlook calendar and meeting schedule.
- Administer internal and external surveys as requested by Administrator.
- Distribute hospital-wide notices on behalf of the Administrator.
- Collect and organize agendas and take minutes for committee meetings.
- Send client satisfaction surveys weekly and compile monthly employee recognition from client surveys/emails/mail.
- Assist with the presentation of Employee of the Month.
- Update lobby slideshow monthly with creative and timely messages for clients.
- Serve as general IT liaison for Veterinary Health Center (VHC).
- Maintain 3rd floor copier machine.
- Review and update email distribution lists and Teams channels for VHC.
- Review and update VHC website as needed, including VHC calendar.
• Assist with planning and organization/coordination of staff recognition weeks, Lunch on the Lawn, department BBQ, VHC/VMS winter holiday party, Levy Thanksgiving meal, hospital tours for Vet Tech students, and all other hospital events.
• Assist new faculty and staff with on-boarding activities such as parking, business cards, office assignments, ordering keys, and mailboxes.
• Assist with Hospital inventory and equipment requests.
• Assist VHC faculty as requested to coordinate/facilitate non-academic visitors.
• Assist with Referring Veterinarians’ Guide annually.
• Coordinate additional projects for the VHC and the hospital administrator.

**Shift:**
Monday – Friday, 8am to 5pm

**Minimum Qualifications:**
Bachelor’s degree or an equivalent combination of education and experience and at least 1 year of 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.
• 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: $18.50 - $22.00 per hour, commensurate with education and experience.
Grade: GGS-008
University Title: Program/Project Support Coordinator I

**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](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/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.