

**Position Title:** Veterinary Assistant – Small Animal Orthopedic Surgery

**Department:** Veterinary Medicine & Surgery

**Position Type:** Staff

**Job ID:** 54128

**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.*

We are seeking a **Veterinary Assistant** to join our dynamic **Small Animal Orthopedic Surgery** team. The Orthopedic Surgery division of the Small Animal Surgical Service is focused on treating conditions involving the musculoskeletal system of your dogs or cats including bones, joints, muscles, tendons and ligaments.

The service seeks a highly motivated, detailed-oriented, thorough individual to assist the team with a variety of duties and day-to-day responsibilities. Cleaning and infection control are paramount to the position and health and recovery of our patients. Additionally, the orthopedic surgery service strives to be as efficient as possible and provide the best care possible, we seek someone who is willing to jump and join a passionate, supportive, and driven team.

Typical responsibilities of this position will include:

- Daily cleaning and stocking of wound room and exam rooms.
- Monitoring stock levels and ordering special supplies.
- Corresponding with clients including scheduling appointments, following up with post-op patients, monitoring the service email account, and ensuring timely call backs.
- Working with referring veterinarians and clinics, obtaining patient records, and monitoring and responding to fax requests.
- Completing proper documentation, entering requests and charges into veterinary record system.
- Maintaining an efficient flow with the service by directing students and house officers during busy times and providing a point of contact for other services.
- Providing support in the OR as needed (set-up and break-down of OR suites).
- Assisting with Soft Tissue and OR staff as needed/requested.
- Other duties as assigned.

**Shift**

This is a full-time, 40 hour a week position. Hours are Monday through Friday, between 8am and 5pm.

**Minimum Qualifications**

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

## **Preferred Qualifications**

Prior experience in a veterinary clinic or other veterinary medical setting.

Successful candidate will exhibit the following skills and core competencies:

- Excellent communication skills
- Detailed-oriented
- High degree of organization and the ability to organize others in an efficient manner
- Team-oriented mindset

## **Anticipated Hiring Range**

Hiring at \$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/eeo> or call the Director of Employee and Labor Relations at 573-882-2146.

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