AUBURN
Human Resources

Coord, Equine Teaching & Research

Job Description

JOB INFORMATION

Job Code	GA35
Job Description Title	Coord, Equine Teaching & Research
Pay Grade	VT09
Range Minimum	$51,960
33rd %	$64,090
Range Midpoint	$70,150
67th %	$76,210
Range Maximum	$88,340
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/8/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Research

JOB SUMMARY

Reporting to the Manager, Dairy and Herd, the Coordinator, Equine Teaching & Research is responsible for coordinating the equine teaching and research program for the College of Veterinary Medicine

RESPONSIBILITIES

- Engages in horse health and herd management daily including pasture management. Examines horses daily for health issues. If an immediate issue is identified, takes actions to transport horse to hospital, begin primary assessment and treatment while contacting unit veterinarian. Aids veterinarian in examination, diagnostic procedures, and treatment of the animal. Responsible for the implementation of the recommended treatment of animal. Develops and ensures that preventative health such as vaccinations, deworming, hoof care, and dental care is fulfilled throughout the year in accordance to the SOP. Designs and adapts nutrition of herd to current needs and activities of the horses. Inspects pastures daily for debris, fence issues, and pasture health and creates a plan to manage issues that may arise. Maintains on-call status to address any issues that arise outside of normal working hours.
- Engages in teaching of veterinary students through both didactic and laboratory activities. Didiactic lectures require preparation of a PowerPoint of subject material and notes. This subject material includes but is not limited to horse behavior, horse husbandry, safe practices for rectal palpation, and veterinary technical skills including nasogastric intubation, intravenous blood collection, intravenous and intramuscular injections, and intravenous catheter placement.
- Coordinates animal assignments to teaching laboratories and research to meet the parameters outlined for the teaching activity or the inclusion criteria of the research project. Transports horses to appropriate area, prepares the horse for the needed activity such as grooming, clipping or surgical preparation of site. Is present for the laboratory either as an instructor or as a technical aid. As a technical aid during laboratory, responsible for collecting needed supplies, preparing equipment that will be needed, and maintaining appropriate sedation for the horse if needed for the activity. Additionally responsible for monitoring horse welfare during the activity. For research projects, aiding in various technical activities including but not limited to catheter placement, blood collection, standing sedation, surgical preparation of site(s), administration of medications, and health and welfare monitoring during research activity. Monitors horse following laboratory and research activity for adverse events, notifying managing veterinarian and treating as needed. Once activity is complete returns horse to original pasture if there are no adverse events that have occurred. Fulfills all necessary paperwork as required by regulatory agencies in regards to horse use.
- Engages in Equine Donation Program by fielding phone calls, emails, and meetings form the public about donation of horses. Coordinates all incoming donations, ensures paperwork and biosecurity policies are followed, and examines horses on arrival. Horses are procured for research based on inclusion criteria

RESPONSIBILITIES

	provided by the principal investigator. Horses for teaching are procured based on temperament and physical status. Performs this activity for both equine herds.
•	Prepares site and paperwork, and facilitates inspections by regulatory agencies (IACUC, AALAC, USDA, & COE). Communicates with inspectors the activities of the horses, the current health status and welfare of all horses, and answers any questions that they may have in regards to IACUC, AALAC, USDA, and COE policies in regards to animals used in research and teaching. Assists faculty and residents with writing, designing, and submitting protocols. Ensures compliance in regards to regulated activities at all times.
•	Hires, trains, supervises and evaluates animal care worker and a coordinator of large animal research. Additionally trains and supervises student workers who feed and inspect horses on weekends and holidays. If any of the aforementioned employees are not present then this individual is responsible for completing these tasks.
•	Aids in veterinary technical service within the hospital when the technical staff is short-staffed or when needed to handle problematic patients. This responsibility will include managing patient care, aiding students and veterinarians with patient examination, diagnostic procedures, and treatment of in-house cases, outpatient appointments and emergencies. Skills employed include horse handling, veterinary technical competency and communication with clients, students, and veterinarians.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Equine/Animal Science and/or Education	and	6 years of	Experience in equine herd health management to include horsemanship, basic equine nutrition, equine husbandry, equine behavior, basic equine medication health.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Equine teaching, research, and care to include basic vet technical skills such as oral medications, IV/IM/SQ injections, hoof care, limb bandaging, pasture management (rotation/nutritional value assessment/poisonous plant identification), farm equipment operation (driving and backing truck and stock trailer), hand tools, basic tractor skills, teaching at various age levels and abilities, employee supervision experience, communication skills, computer skills (Word/Excel/PowerPoint/Adobe), ability to complete literature searches, physical fitness, basic math skills, and understanding guidelines for using animals in teaching and research.	
Requires flexibility in time as activities (teaching, research, and horse care) may occur after normal business hours, on weekends, and on holidays.	
The duties of this position are physically demanding and require work outside in all types of weather.	
This person is in constant contact with veterinarians, support staff, students, and the general public through hospital, teaching, and outreach activities.	
They must be able to speak with care and professionalism when faced with both scientific and emotional topics.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Finally, they must be ever vigilant about safety when working around horses to prevent illness, injury, or death to the horses or the people around them	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.