AUBURN
Human Resources

Coord, Surgical Laboratory Teaching

Job Description

JOB INFORMATION

Job Code	IA30
Job Description Title	Coord, Surgical Laboratory Teaching
Pay Grade	VT07
Range Minimum	$45,350
33rd %	$52,910
Range Midpoint	$56,690
67th %	$60,470
Range Maximum	$68,030
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/8/2022

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Laboratory Operations

JOB SUMMARY

The Coordinator of College of Veterinary Medicine (CVM) Multipurpose Laboratory will be responsible for independently coordinating the CVM's multipurpose laboratory (MPL) and associated staff. This position will interface with the shelters that provide animals with spay and neuter labs, teach students technical skills during the labs, assist the course coordinators with scheduling, assessments, course organization, CANVAS, manage the laboratory space, and supervise associated personnel in the MPL.

RESPONSIBILITIES

- Coordinates the instructional lab program for enrolled students which include conveying technical information, assisting students with animal handling and technical procedures (catheter placement, induction of anesthesia, medications, laboratory testing, venipuncture).
- Manages the facilities physical inventory to include (but not limited to) counting, stocking, ordering, and compiling list of frequently used supplies and equipment. Works with the faculty involved with course instructions to ensure appropriate supplies are ordered and maintained. Maintains the maintenance and inventory of freezers with cadavers for teaching and research use. Assists faculty with acquisition, preparation, and disposal of cadavers for use in teaching or research.
- Trains, directs, and supervises subordinate staff.
- Ensures high levels of safety and efficiency of lab operations and provides security of equipment.
- Advises on equipment evaluation and selection for lab facility requirements. Coordinates preventative and corrective maintenance for lab facilities and equipment.
- Assists course coordinators with student and faculty scheduling for laboratories, maintenance of the course CANVAS page, and assists with assessments and assignment entries.
- Coordinates acquisition of dogs and cats from contracted shelters for participation within the laboratory activities. Coordinates care and ultimate discharge of the animals while they are in the care of Aubum University. Ensures that all animal activities are compliant with the Institutional Animal Care and Use Committee (IACUC) regulations and assists course coordinators with preparation of IACUC protocols for the teaching laboratories.
- Provides veterinary technical support in other high teaching areas such as shelter medicine or community practice when the surgical teaching laboratories are not in session.

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	
Some college; vocational or Associate's Degree	Associate's degree in Biological Sciences, Veterinary Sciences, Animal Science, or related field. Bachelor's degree preferred.	and	5 years of	Experience in veterinary technical. Supervisory experience is desired.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and proficiency with small animal (dogs and cats) veterinary techniques including but not limited to restraint, catheter placement, venipuncture, intubation, anesthesia induction, anesthesia maintenance, and sterile technique.	
Knowledge of operating anesthesia machines and assess sterile techniques.	
Knowledge of basic laboratory competence (fecal analysis, cytology, ability to use centrifuge and refractometer, glucometer, etc.).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.