AUBURN
Human Resources

Asst I, Vet Inpatient

Job Description

JOB INFORMATION

Job Code	IC22A
Job Description Title	Asst I, Vet Inpatient
Pay Grade	VT03
Range Minimum	$33,720
33rd %	$37,650
Range Midpoint	$39,620
67th %	$41,590
Range Maximum	$45,520
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	8/7/2025 4:09:00 PM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

Performs a variety of tasks related to the care and treatment of animal patients. Under direct supervision, this position assists in the monitoring and treatment for all patients admitted in the hospital.

RESPONSIBILITIES

- Assists with administering treatments and monitoring patients admitted in IMC or ICU, observes and records vital data, abnormal signs, body weight, food/water intake of animals, and collects and labels specimens and performs treatments and administers medications as prescribed by primary veterinarian.
- Performs and demonstrates veterinary care techniques and procedures related to emergency and critical care medicine.
- Assists veterinarians in the care of patients requiring advanced procedures and life-saving techniques including CPR, mechanical ventilation, and dialysis.
- Inspects facilities, equipment, and supplies daily, as well as observes health status of animals, environmental conditions, temperature, and sanitation.
- Performs job duties with speed and accuracy and works as essential personnel, providing care for patients after hours, on weekends, and holidays.
- Assists with emergency triage and stabilization of patients presenting through the Emergency service.
- May be responsible for, or assist with, billing clients, inputting charges, and/or similar tasks.
- This position will work to provide care for patients after hours, on weekends, and holidays.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma or equivalent	and	0 years of	Experience working in a veterinary hospital environment.	

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 of processes, method, and procedures associated with veterinary medicine.	

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		50 lbs
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.