
Auburn University Job Description

Job Title: **Coord, Surgical Laboratory Teaching Lab**

Job Family: No Family

Job Code: **IA30**

Grade VT07 \$ 39,700 - \$59,600

FLSA status: Exempt

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.

Essential Functions

1. 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).
2. 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.
3. Trains, directs, and supervises subordinate staff.
4. Ensures high levels of safety and efficiency of lab operations and provides security of equipment.
5. Advises on equipment evaluation and selection for lab facility requirements. Coordinates preventative and corrective maintenance for lab facilities and equipment.
6. Assists course coordinators with student and faculty scheduling for laboratories, maintenance of the course CANVAS page, and assists with assessments and assignment entries.
7. 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 Auburn 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.
8. 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.
9. Performs other duties as assigned.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Associate's degree in Biological Sciences, Veterinary Sciences, Animal Science, or related field. Bachelor's degree preferred.
Experience (yrs.)	5	Experience in veterinary technical. Supervisory experience is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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.).

Certification or Licensure Requirements

None required

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Date: 11/8/2022
