

Associate Director of Veterinary Nursing - Foster Hospital  
for Small Animals  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=138104>

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Posted Feb. 10, 2020, set to expire Jun. 22, 2020

**Job Title** Associate Director of Veterinary Nursing - Foster Hospital for  
Small Animals

**Department**

**Institution** Tufts University  
Grafton, Massachusetts

**Date Posted** Feb. 10, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Small/Lab Animal Medicine  
Veterinary Medicine - General

**Job Website** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001160>

**Apply By Email**

**Job Description**

This position qualifies for a \$1,000 sign on bonus following successful completion of 6 months of employment for newly hired employees.

The Foster Hospital for Small Animals provides high-quality veterinary medical/surgical care to inpatient, outpatient, and critical/emergent small animal cases. In addition to patient care, this hospital is responsible for creating a positive learning experience for Tufts veterinary students, encompassing all practices at the Foster Hospital for Small Animals.

Tufts University's Cummings School of Veterinary Medicine offers one of the most forward-looking educational environments in veterinary medicine in the country. This position reports directly to the Associate Medical Director with a broken-line reporting relationship for financial and administrative responsibilities to the Hospital Administrator.

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This position has oversight of Senior Veterinary Technicians, Veterinary Technicians, Veterinary Assistants and Animal Care Attendants. The position also interacts daily with Accounting Manager, Pharmacy Supervisor, Sr. Payroll Coordinator and Pathology Manager to ensure smooth operations of the hospital.

Oversees the daily overall management and direction of clinic-floor activities related to inpatient services working with all our departments. This individual provides leadership, planning, staff management, patient management and operations oversight so the practice can achieve its goal of providing superior customer service to our clients and excellent medical care to our patients. The individual will be responsible for implementing policies and guidelines in accordance with compliance regulations and will have primary responsibility for patient care issues.

#### Qualifications

##### Basic Requirements:

BA/BS with at least 7 years of related experience in a veterinary practice and at least 3 years in a practice setting with managerial experience. If candidate is a Veterinary Technician, CVT is required. Familiarity with Microsoft Office specifically Excel and Word; demonstrated knowledge of veterinary patient care systems. Ability to lift up to 25 lbs. with or without accommodation.

##### Preferred Qualifications:

Demonstrated leadership experience; excellent computer skills; outstanding organizational, interpersonal, communications and time-management skills; ability to exercise discretion and interact effectively with people at all levels and from diverse backgrounds; maintain professional positive outlook, handle multiple projects simultaneously; ability to work with frequent interruptions and to multi-task; exceptional attention to detail. Enjoy working with people and solving problems. Experience with use of electronic medical records.



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An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**