

Specialty Veterinary Technician Supervisor Tufts University

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Posted May 6, 2025, set to expire Dec. 31, 2025

Job Title	Specialty Veterinary Technician Supervisor
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/21860?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

Cummings School of Veterinary Medicine at Tufts University provides 24-hour care for pets 365 days of the year. We offer high quality medical care, consultation, referral, and emergency veterinary services for the care of dogs, cats and exotic pets. In addition, the hospital creates a positive learning experience for Tufts Cummings School of Veterinary Medicine at Tufts University students and student technicians.

What You'll Do

The Specialty Services Supervisor oversees an integrated clinical care team to provide high quality nursing care to outpatient appointments, specialized diagnostic and treatment procedures and hospitalized specialty patients. This position utilizes exceptional verbal and written communication and interpersonal skills to provide coaching and mentorship to all team members. The Supervisor engenders a spirit of collegiality, collaboration, and teamwork both within the section and throughout the hospital. In addition, the

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Veterinary Technician Supervisor ensures an exceptional educational experience for the veterinary students on each rotation.

Essential functions as a Vet Technician supervisor for Specialty services will be:

Technical Responsibilities and Patient Care: Provide high quality patient care including the following:

- Collaborating with the faculty and individual services, oversee the clinical care provided by the veterinary technicians throughout each section. Monitor, manage and implement plans as ordered by clinicians to ensure prompt delivery of high-quality patient care
- Assist clinicians, students and veterinary technicians with procedures and treatments
- Collaborate with administrative and clinical care team members throughout the hospital to coordinate and prioritize patient care
- Ensure the completion of diagnostic testing as ordered by clinicians including bench top tests.
- Provide technical assistance for clinical, academic and research
- Collaborate with client service teams for appointment management and ensure excellent client service for appointments, procedures and hospitalizations.
- Ensure and provide effective communication with Clients to provide education, explain treatment plans and review discharge instructions including medication administration
- Instruct veterinary students and student technicians in all technical aspects of patient care
- Assist in training, orienting, and mentoring new Veterinary Technicians in all aspects of the departments.

Leadership and Management- Leadership responsibilities will be directed primarily on the clinic floor but will also include administrative time off the floor. The specific allocation of time will depend on the needs of the Services and the Hospital. Responsibilities include:

- Collaborate with team members, Veterinary Technician Supervisors, Section Heads and Hospital Administration to ensure the successful operation of all the assigned section(s) and the Small Animal Hospital at large
- Oversee the allocation of veterinary technician resources for designated sections including scheduling
- Foster an environment of open communication, trust and respect. Conduct and attend team, section and supervisor meetings and meetings with individual team members regularly to enhance communication.
- Oversee the recruiting and interview process for new veterinary technicians
- Oversee the training and on-boarding for new staff. Ensure the new team members understand the processes and protocols of the clinical operations.
- Provide feedback and coaching to individual veterinary technicians to enhance professional growth and improve performance. Offer feedback to the entire team to help develop healthy interpersonal dynamics within the group. Organize continuing education events for team members.
- Address questions and troubleshoot issues raised by the veterinary technician team. Elevate issues to the administration as appropriate.
- Lead the annual performance planning and evaluation process for the veterinary technician team by performing mid-year check point reviews and annual reviews for staff performance. Recommend merit increases and promotions for veterinary technicians.
- Assist Hospital Administration in the preparation of section budgets. Responsibilities include verification of section operating expenses, service contracts, creation of annual standing purchase orders and to make recommendations on the need for replacing equipment if needed for each specialty service section.
- Oversee section finances including overtime budget, supply purchasing, review and submit weekly payroll

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- Oversee management of the controlled substance inventory.
- Ensure departmental adherence to hospital policies including safety and infection control policies.

Miscellaneous – Perform other duties as assigned by Manager including:

- Participate in hospital wide initiatives and projects as assigned by the management team

What We're Looking For

Basic Requirements

- Associates Degree or equivalent plus 5 years related work experience
- CVT in good standing
- Demonstrated leadership skills, conflict resolution and resourcefulness
- Ability to effectively manage personal responsibilities as well as responsibilities of multiple services
- Demonstrated ability to provide exceptional service to both internal and external customers
- Able to work well independently as well as part of a team.
- Highly motivated, enthusiastic self-starter with a professional attitude.
- Ability to work in a busy, stressful environment with diverse personalities while maintaining a calm, professional demeanor.
- Fundamental understanding of Human Resource principles, practices and regulations
- Comprehensive understanding of medical terminology and veterinary pharmacology
- Required technical skills include: IV catheterization, phlebotomy, dosage calculations, fluid therapy
- Working knowledge of Microsoft Word and Hospital Based programs
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

- 5 or more years experienced in a busy, fast-paced veterinary hospital
- Previous veterinary technician supervisory experience
- Experience in a large Specialty Hospital or Academic Hospital
- VTS level or VTS tracking technician
- Exotic animal handling skills

Pay Range

Minimum \$32.40, Midpoint \$38.50, Maximum \$44.70

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

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

Contact

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