

Oncology Veterinary Technician Supervisor Tufts University

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Posted Jun. 2, 2025, set to expire Dec. 31, 2025

Job Title	Oncology Veterinary Technician Supervisor
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Exotic Animal Medicine Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/21944?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
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

Job Summary

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The Technician Supervisor in Oncology works as part of an integrated clinical care team to provide high quality nursing care to inpatient and outpatient radiation and medical oncology patients. The service offers chemotherapy and radiation therapy treatments to cancer patients in an integrated, team-based environment. We are seeking a supervisor with exceptional technical, communication and leadership skills. Cross-training will be provided in anesthesia, radiation therapy treatments, and chemotherapy administration as required.

Essential functions as a Senior Veterinary Technician for Oncology will be:

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

- Collaborate with administrative and clinical care team members throughout the hospital to coordinate and prioritize patient care
 - Administer chemotherapy treatments in a safe and timely manner as ordered by clinicians to ensure delivery of high-quality patient care.
 - Safely administer and monitor patients under sedation and general anesthesia for radiation and electrochemotherapy treatments.
 - Restrain patients in a calm, professional and compassionate manner.
 - Collaborate with colleagues, co-workers, faculty, house officers and students to effectively manage a high-volume clinical workflow without direct supervisory oversight.
 - Effectively communicate with internal customers to manage expectations for timing and patient care
 - Actively seek opportunities to provide support and coverage to all modalities within the section when case volume in the assigned modality is low.
- Assist in training, orienting, and mentoring new Veterinary Technicians in all aspects of the department

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

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- 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
- 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

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- 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.

Contact Information

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

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