

Veterinary Assistant - Oncology Tufts University

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Posted Jul. 10, 2025, set to expire Dec. 31, 2025

Job Title	Veterinary Assistant - Oncology
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Cancer Biology & Oncology Animal Sciences Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/22065?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

The Cummings School of Veterinary Medicine at Tufts University provides 24-hour care for pets 365 days of the year. Since 1985, we have offered 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 Cummings School of Veterinary Medicine at Tufts University students and student technicians.

What You'll Do

The Veterinary Assistant in Oncology works as a part of an integrated clinical care team to provide high quality care to inpatient and outpatient oncology patients. The service offers chemotherapy and radiation therapy treatments to cancer patients in an integrated, team-based environment. The Veterinary Assistant will assist with overall workflow in the Oncology department including assisting with appointments, chemotherapy and radiation treatments, facilitating patient radiographs and other diagnostic tests, the physical

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examination process, patient admissions and discharges as well as expediting patient care and treatments while in the care of the hospital. In addition, the assistant will assist with laboratory work, record keeping, documentation, and stocking/cleanliness of all section treatment and exam areas. Exceptional patient handling, multi-tasking and prioritization skills will be needed to ensure patients and clients receive exceptional care and service.

Essential Functions as a Vet Assistant in the Oncology department will be:

- Veterinary Assistance:
- Work closely with team members to ensure timely client service and excellent patient care
- Assist with physical examinations of inpatients and outpatients utilizing Fear Free techniques
- Work in coordination with other departments to coordinate and prioritize patient care
- Admit and discharge patients
- Assist with chemotherapy and radiation treatments
- Maintain a working knowledge of all department equipment and supplies
- Submission of various lab samples
- Assist technicians and expedite patient care and diagnostics in inpatient and outpatient services
- Collaborate and communicate with client service representatives and hospitals liaisons
- Enter patient charges and communicate with the front desk to ensure accurate and timely checkouts

Cleaning/Stocking/Equipment Maintenance:

- Coordinate and prioritize daily husbandry care of patients and maintain adequate inventory for the service.
- Clean/stock/maintain service areas.
- Process soiled laundry and ensure adequate supply of clean laundry for the service.
- Maintain equipment and ensure that all equipment is kept in good working order.
- Establish and maintain cleaning protocols for the service areas.
- Handle and properly discard of all medical waste following medical and chemotherapy waste safety protocols

Miscellaneous -

- Provide coverage for other shifts and sections of the Hospital as needed.
- Participate in Departmental and Hospital-wide initiatives as required.
- Complete other tasks as assigned by supervisor

Research:

- Assist in clinical trials, studies and projects as needed including treating research/laboratory animals.

The schedule for this position is anticipated to be Monday - Friday 9:30am-4:30pm

What We're Looking For

Basic Requirements:

- High school diploma (or the equivalent) and at least one year of related experience.

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- Familiarity with medical terminology and animal behavior.
- Ability to restrain small animals in a safe, compassionate manner.
- High emotional intelligence and team player
- Engaged learner; Highly motivated to improve your knowledge base and skill set.
- Working knowledge of Microsoft Word and Electronic Medical Records
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

- Bachelor's degree in an Animal Science or other animal biology related field
- Successful completion of a NAVTA-approved Veterinary Assistant Program
- Credentialed as a Certified Veterinary Assistant
- One or more years' experience as a Veterinary Assistant in a veterinary hospital
- Knowledge in veterinary oncology
- Experience in a specialty hospital

Pay Range

Minimum \$19.20, Midpoint \$22.50, Maximum \$25.90

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.

Contact

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