

**Coordinator, Veterinary Technology
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=256696>

Downloaded On: May. 8, 2025 8:30am

Posted May 7, 2025, set to expire Nov. 29, 2025

Job Title Coordinator, Veterinary Technology
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted May 7, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Coordinator, Veterinary Technology

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Coordinator, Veterinary Technology

Job Description Summary:

To coordinate clinical learning lab facilities and services in the Veterinary Technology Program area while assisting in the development of the Veterinary Technology Program, ensuring that program meets requirements for accreditation with the American Veterinary Medical Association and working with students to the meet the program's learning outcome goals.

Job Description:

Description of Duties and Tasks

- 1) Coordinates day-to-day activities and services of the vet tech lab and clinic areas including support scheduling, clinic set up, and management of lab as well as clinic equipment and supplies; coordinates the scheduling of clinicals with clinical sites and requests clinical opportunities for students at least a semester in advance when possible.
- 2) Serves as the key administrator of the practice management software and essential skills tracking

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software.

- 3) Provides assistance to instructors and/or students in a clinical/lab setting; may provide training to faculty, staff, and/or students on the use of clinical, lab, and monitoring equipment.
- 4) Tutors or supervises students and/or coordinates the work of other personnel; may include training on restraints of animals, obtaining radiographs, preparing animals for surgery, administering anesthesia under the care of a veterinarian, monitoring and caring for animals, and administering prescribed medications.
- 5) Receives clinical documentation from students ensuring documents are received on time as per the requirement of the department.
- 6) Ensures that the materials lab, support areas, and clinic are clean, safe, and organized; promotes safe lab practices.
- 7) Repairs or coordinates the repair of lab and clinic equipment as required.
- 8) Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories; maintains a detailed inventory of department technology, expenditures, prescription products, and medical gases; assures regulatory compliance of controlled drugs, radiography, surgical procedures, and patient files; tracks and reports compliance training of students, faculty, and staff; maintains patient records.
- 9) Researches, evaluates, and recommends new lab materials, equipment, and instructional technologies.
- 10) Responds to inquiries inside and outside of Austin Community College (ACC); may work with organizations outside of ACC in relation to providing lab services.
- 11) Acts as a liaison between lab personnel, the department chair, and the Safety Office.
- 12) Establishes and updates laboratory policies and procedures.
- 13) Prepares and maintains a variety of records and reports.
- 14) May update the Veterinary Technology Program website.
- 15) Works with students to provide animal care and
- 16) Manages weekend hourly staff to provide weekend & holiday animal care.

Additional Job Duties

- Establishes and updates laboratory policies and procedures.
- Maintains patient records for the VTHT program.
- Develops and maintains relationships with area veterinary hospitals to secure clinical sites and promote the program.
- Complies with the AVMA accreditation requirements.
- Performs, teaches, and supervises all skills required of a Licensed Veterinary Technician

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including, but not limited to:

- Providing restraint of animals (dogs, cats, horses, cattle) as needed in order to work safely and effectively.
- Obtain radiographs of animals with knowledge of proper positioning and techniques.
- Prepare animals for surgical procedures and administer anesthesia, under the direction of a veterinarian.
- Care for and monitor the condition of animals in the veterinary setting.
- Calculate, prepare and administer medications as prescribed by the veterinarian.

Knowledge

- Medical skills, equipment, and technology used in the vet tech area.
- Lab facilities and services.
- Lab equipment and supplies.
- Safety standards and practices used in lab/classroom settings.
- Processes for maintaining and/or repairing lab equipment.
- Regulatory requirements, processes, and procedures applicable to veterinary medicine.

Skills

- Maintaining an established work schedule including occasional evenings and weekends, and being on call.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Prepare and /or process purchase orders.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Maintaining confidentiality of work related information and materials.
- Researching, evaluating and recommending new lab equipment and materials.
- Establishing and maintain effective working relationships.
- Accountable for inventory/property management.

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Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Community college teaching experience or experience working in a veterinary hospital.

Required Education

- Associate degree. Experience cannot be substituted for education.
- Graduate of an AVMA accredited veterinary technology program.

Preferred Education

- Bachelor's degree.

Special Requirements

- Valid Texas Driver's License and reliable transportation needed for local Austin area travel.
- Licensed as an LVT in the state of Texas.

Physical Requirements

- Work is performed in a veterinary clinical (indoor and outdoor) and office environment.
- Subject to walking, stooping, kneeling, crouching, extended periods of standing, sitting, and reaching and feeling with hands and arms.
- Occasional lifting of objects up to 50 pounds.

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Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$51,822 - \$64,777

Reports to Department Chair, Veterinary Technology

Number of Openings:

1

Job Posting Close Date:

May 19, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Elgin-Campus/Coordinator--Veterinary-Technology_R-7650

Contact Information

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

Contact

Staff

Austin Community College

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