MURRAY STATE COLLEGE
Tishomingo – Ardmore, Oklahoma

Job Description

Veterinary Technology Faculty – Doctor of Veterinary Medicine

General Description/Primary Purpose

The Veterinary Technology Instructor – DVM will serve as a professional educator with the primary responsibility of providing a quality education. This position is also responsible for maintaining the health and welfare of all animals at Murray State College. The instructor will teach college level courses and perform essential job functions as listed below.

Classification: Full-Time Faculty

Salary: Salary commensurate with qualifications, education and experience. Full fringe benefits are included as part of the salary package.

Appointment: Ten month appointment, renewable annually

Description of Duties and Tasks:

General Job Functions:

Instructional Duties

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.

2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.

3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college.

5. Maintain a positive attitude of service toward students, coworkers and others.

6. Participate in community service activities and programs.

7. Promote and support service learning activities.

8. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.

10. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the VPAA.

11. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.

12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.

13. Maintain a minimum of ten scheduled office hours. Provide flexible office hours by appointment to accommodate students’ schedules when necessary.

14. Include a writing component in each course and encourage students to utilize the “Help Center”.

15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.

16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.

17. Actively support clubs and extra-curricular activities.

18. Serve on and contribute to campus-wide committees.

19. Support the President’s Scholars Program.

20. Implement strategies to enhance college recruitment, retention, and graduation rates.

21. Participate in applicable professional development activities, including the All Employee Meetings.

22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.

23. Following institutional policy, efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities.

24. Serve as a mentor to adjunct faculty.

25. Attain ability to commute to distance learning sites.

26. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.

27. Contribute to the overall institutional focus to perpetuate student success.

28. Support the institutional General Education program.

29. Perform other duties as may be assigned by supervisors.
Specific Job Functions:

1. Teach a minimum of 12 credit hours of Veterinary Technology courses for both spring and fall semester, or equivalent.

2. Ensure student competency documentation is utilized to track student skill development (CVTEA Accreditation Manager Software).

3. Grades must be submitted by the published date. Failure of any faculty to submit grades on time may be noted in the annual performance appraisal and may affect subsequent merit increases.

4. Use retention strategies in and out of the class to maximize student success.

5. Overall responsibility for the veterinary care and animal husbandry.

6. Provide direct and indirect consultation and support for maintaining the health and welfare of all animals under the responsibility of Murray State College.

7. Regular Murray State College herd visits with oral and/or written reports to the Murray State College agriculture department.

8. Creation and implementation of protocols and programs related to Murray State College herd health and disease prevention.

9. Oversight of controlled substances, USDA compliance, Oklahoma Department of Agriculture and participation on the IACUC (Institutional Animal Care and Use Committee).

10. Maintenance of a professional appearance, ethical behavior and commitment to team work.

11. Be trained in "Right to Know" OSHA requirements and follow health and safety procedures.

12. Act a graduate advisor to pre-veterinary medicine, veterinary technology, and veterinary assistant students.

13. Answer phones, answer student questions, client questions, and respond to student inquiries.

14. Attend staff meetings and contribute constructive feedback.

15. Schedule and conduct tours of the Veterinary Technology building.

16. Serve as a role model for pre-veterinary medicine, veterinary technology, and veterinary assistant students.

17. Assist in recruitment of the veterinary technology program and Murray State College.

18. Attend state, regional and/or national continuing education seminars.
19. Network with veterinarians from other veterinary technology programs and clinical practices.

20. Attend and participate in graduation and convocation activities.

21. Participate in institutional effectiveness and accreditation activities.

22. Build relationships that contribute to a community of trust, integrity and collegiality.

23. Abide by all College and board policies and procedures and state and federal laws.

24. In extenuating circumstances involving health and safety, faculty may be asked to assume additional program specific responsibilities.

25. Upon employment the successful candidate must complete and maintain mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

Other Ergonomic Requirements

1. Physical requirements:
   a. Bending, stooping, crouching, kneeling, sitting on the floor, standing, walking, pushing, pulling, lifting, grasping, reaching overhead, twisting throughout the day, balancing, squatting, grasping, rotating body and fine manipulation.
   b. Standing and walking on cement/tile flooring for up to 10 hours.
   c. Restraining animals up to 200 pounds intermittently.
   d. Restraining large, small and exotic animals.
   e. Lift animals up to 50 pounds.
   f. Lift, with help, animals over 50 pounds.
   g. Having manual dexterity to perform surgery, endoscopic exams.
   h. Typing medical data for prescription labels and to read medical histories.
   i. Having manual dexterity to place endotracheal tubes, draw blood and other duties requiring hand-eye coordination.

2. Mental requirements:
   a. Positive attitude toward college employees, students, clients, patients, work and self.
   b. Alertness to keep safe from possible dangers.
   c. Attitude of learning to keep up with changes in medicine and the standard of practice.
   d. Clear thinking to perform procedures and to consistently exercise discretion and judgment.
   e. Readiness to work as a team member.
   f. Adaptability to stress.
   g. Resilience after disappointments or criticism.
   h. Thinking abilities and alertness must not be impaired by alcohol, street drugs or prescribed medications.
   i. Ability to make rational and effective decisions.
   j. Ability to be compassionate.
   k. Ability to negotiate with difficult people and to solve difficult problems.
1. Ethical and legal responsibilities to keep information confidential pertaining to students, college, and medical information and business practices of the Murray State College Veterinary Technology Teaching Hospital.

m. Respect and not criticize local humane societies, animal rights organizations, veterinary practices and veterinarians in any way.

n. Follow the Veterinarian’s Code of Ethics.

3. **Hearing requirements:**
   a. Listen to internal organs of patients through a stethoscope.
   b. Communicate with instructors, students, clients, in laboratory rooms, classrooms, examination rooms, over the phone and in all areas of the hospital.
   c. Communicate over the phone with perspective students, consultants, outside laboratories and hear reports from staff members.
   d. Communicate with pet owners over the phone, in examination rooms and by e-mail.
   e. Communicate over the phone with consultants, referring veterinarians and lab staff.
   f. Communicate with vendors.

4. **Visual requirements:**
   a. Capabilities to conduct physical exams, perform treatments, take and read radiographs and perform surgical procedures.
   b. View specimens through a microscope.
   c. Study textbooks, read reports, review medical records.
   d. Research materials for diagnosis.
   e. Write in medical records.
   f. View medical records on computer.
   g. Take weights, read thermometers, read monitoring machines.

**Hours**

Generally, the faculty member is expected to be on campus weekdays (Monday through Friday) from the hours of 8:00 a.m. to 5:00 p.m. (40 hours). Other professional activities may be scheduled in accordance with college policy and in cooperation with the Department Chair and the Office of Academic Affairs.

**Qualification Standards**

1. **Minimum Qualifications:**
   a. An earned doctorate in Veterinary Medicine from an accredited institution
   b. License to practice veterinary medicine in Oklahoma within one month of employment
   c. Enthusiasm for teaching undergraduate veterinary technology students is of the utmost importance
   d. Set standards of care for medical, surgical and technical areas
   e. Practices medicine and surgery, supervises patient nursing
   f. Oversees care of boarding pets and supervises support staff
   g. Works closely with the program directors in administrative aspects
   h. Applicable professional/clinical experience in a large animal setting
   i. Excellent written and oral communication skills with strong attention to detail
   j. Operate a computer and be proficient with various software programs
2. **Preferred Qualifications:**
   b. Willingness to work with wildlife and exotic animals.
   c. Teaching experience, preferably at the college level.
   d. Experience working with technicians and understanding their role as an integral part of the veterinary medical health care team.
   e. Leadership and administrative experience.

3. **Professional Affiliations:**
   a. Oklahoma Veterinary Medical Association
   b. American Veterinary Medical Association

4. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities. All faculty must follow the departmental dress code.

5. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

**Application Process:**

Applicants must submit the following:

1. Letter of application.
2. Résumé.
3. Three letters of recommendation or up-to-date college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

Mail or deliver application to: Human Resources Office
Murray State College
One Murray Campus, Suite AD 312
Tishomingo, OK 73460

Telephone Number: 580-371-2371, Extension 183

**Application Deadline:** Position closes when an acceptable candidate is identified.

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures.
This includes but is not limited to admissions, employment, student financial aid, and educational services.