



## VETERINARY NURSING PROGRAM ASSISTANT CHAIR/ FACULTY

### **General Description/Primary Purpose:**

This position will serve as a professional educator with the primary responsibility of providing a quality education. The Assistant Chair will support the Program Chair in the administration, coordination, and continuous improvement of the veterinary nursing program. This role assists with academic oversight, regulatory compliance, resource management, and faculty support to ensure the program meets institutional goals and accreditation standards while promoting student success. This position will teach college level courses and perform essential job functions as listed below.

**Classification:** Full-Time Faculty

**Salary:** Commensurate with qualifications, education and experience plus full fringe benefits.

**Appointment:** 10-month appointment

### **Overview:**

Murray State College is a small, open door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **General Job Functions:**

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 various delivery methods 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. Responsible for and expected to exemplify and promote civility.
5. Support the mission of the college.
6. Promote and maintain a positive attitude of service toward students, coworkers and others.
7. Participate in community service activities and programs.
8. Promote and support service-learning activities.

9. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
10. Use appropriate evaluation instruments to measure student progress at specified intervals.
11. Submit assessment data into Task stream course management software each semester and make modifications to teaching methods as needed.
12. 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.
13. Demonstrate knowledge of curriculum development including identifying program outcomes, developing competency statements, learning outcomes and selecting appropriate learning activities and evaluation strategies.
14. Integrates the values of respect, collegiality, professionalism, and caring to build an organizational climate that fosters the development of students and instructors
15. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
16. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
17. Include a writing component in each course and encourage students to utilize the Help Center, Student Success Center.
18. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
19. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
20. Actively support student organizations and extra-curricular activities.
21. Serve on and contribute to campus-wide committees.
22. Support the President's Scholars Program.
23. Implement strategies to enhance college recruitment, retention, and graduation rates.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Following institutional policy, efficiently use a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
26. Participate in strategic planning initiatives (including Task stream) and align instructional, program and departmental goals with the MSC Strategic Plan.
27. Serve as a mentor to full-time and adjunct faculty as assigned.
28. Ability to commute to distance learning sites.
29. Contribute to the overall institutional focus to perpetuate student success.
30. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
31. Support the institutional General Education program.
32. Perform other duties as may be assigned by supervisors.
33. Maintain NIMS training as required, including the IS-700.a and IS-100 test.

34. Complete all training assigned by the Human Resources Department.

### **Assistant Program Director Duties**

1. Assist in coordinating and participating in all aspects of program management and daily operations including:
2. Support the development and maintenance of class schedules and equitable faculty course loads.
3. Collaborate with faculty and staff to achieve program goals through effective delegation and teamwork.
4. Maintain accessibility and provide support to full-time and adjunct faculty.
5. Participate in program evaluation, assessment, and curriculum revision processes.
6. Assist in preparing and submitting required institutional documentation in a timely manner.
7. Support the implementation and enforcement of program policies and procedures.
8. Ensure program compliance with institutional, local, state, regional, and national regulations.
9. Address student concerns and complaints in accordance with program and campus policies.
10. Monitor student progress and assist in evaluating outcomes such as clinical performance, academic achievement, graduation rates, and job placement.
11. Assist in the accountability for fiscal planning and utilization of resources allotted to the veterinary nursing program, including:
12. Assist with budget preparation and monitoring of program expenditures.
13. Support annual review and recommendations for course fees.
14. Help maintain and implement plans for equipment acquisition, maintenance, and inventory.
15. Collaborate with college personnel to ensure adequate facilities, equipment, and instructional resources.
16. Assist in the accountability to the program, college, state and national accreditation agencies for all program outcomes, including:
17. Assist in the administration of the program in accordance with the policies and procedures of the college.
18. Contribute to the establishment of competencies as set forth by American Veterinary Medical Association (AVMA) Committee for Veterinary Technician Education and Activities (CVTEA) guidelines and ensure the program accomplishes these stated outcomes.
19. Assist in providing all reports required by the institution, accrediting bodies, or regulatory agencies in a timely manner.
20. Assist the program director in accreditation and compliance.
21. Support adherence to institutional policies and accreditation standards, including AVMA CVTEA requirements.
22. Assist in tracking and documenting student competencies and program outcomes.
23. Contribute to the preparation and submission of reports required by accrediting and regulatory agencies.

24. Help maintain compliance with relevant regulatory bodies (e.g., OSHA, USDA, DEA, state agencies).
25. Participate in accreditation reviews, inspections, and continuous quality improvement initiatives.
26. Assist the program director in communication and collaboration.
27. Serve as a communication link between faculty, staff, administration, and the Program Director.
28. Assist in maintaining relationships with the veterinary community, advisory boards, and external partners.
29. Participate in institutional committees and support Academic Council initiatives as assigned.
30. Help gather input from industry stakeholders and the community to inform program development.
31. Assist the program director in supporting the faculty and development.
32. Assist in the recruitment, onboarding, and retention of qualified faculty and staff.
33. Support faculty development and continuing education initiatives.
34. Contribute to faculty and staff evaluations in coordination with the Program Director and Dean.
35. Provide guidance and mentorship to faculty, particularly adjunct instructors.

### **Faculty Member**

1. Knowledgeable about the educational environment within which they practice and recognize how political, institutional, social and economic forces impact their role.
2. Teach assigned courses in accordance with catalog descriptions, based on approved syllabi, and aligned with American Veterinary Medical Association Committee on Veterinary Technician Education and Activities requirements.
3. Work with other faculty teaching courses to maintain curricular consistency within the Veterinary Nursing Program.
4. Maintain professionalism as described in the MSC Faculty Handbook and Policies and Procedures Manual.
5. Maintain and revise official syllabi every semester according to MSC syllabi templates.
6. Recognize responsibility for helping students develop as veterinary nurses and integrate the values and behaviors expected of those who fulfill that role.
7. Implement a variety of teaching strategies appropriate to learner needs, desire learner outcomes, content and context.
8. Review and update program outcomes, student learning outcomes and designing curricula that reflect contemporary veterinary health care trends and prepare graduates to function effectively in the veterinary health care environment.
9. Model cultural sensitivity when advocating for change.
10. Revise the curriculum based on assessment of program outcomes, learner needs and societal and veterinary healthcare trends.
11. Participate in interdisciplinary efforts to address veterinary healthcare and educational needs locally, regionally, nationally or internationally.

12. Required yearly attendance at a veterinary professional development conference selected by MSC veterinary nursing program Director to engage in networking opportunities and to increase one's effectiveness in the role of a veterinary nurse educator.
13. Engage in self-reflection and continued learning to improve teaching practices that facilitate learning.
14. Use feedback gained from self, peer, student and administrative evaluations to improve role effectiveness.
15. Show enthusiasm for teaching, learning and nursing that inspires and motivates students.
16. Use knowledge of legal and ethical issues relevant to higher education and veterinary nursing education as a basis for influencing, designing, and implementing policies and procedures related to students, faculty and the educational environment.
17. Demonstrate skill in design and use of tools for assessing clinical practice.
18. Ensure student competency documentation is utilized to track student skill development (CVTEA Accreditation Manager Software).
19. Provide timely, constructive and thoughtful feedback to learners.
20. Maintain skills by practicing in a veterinary clinic, ambulatory or regulatory role to provide a teaching environment that is conducive to learning and a teaching hospital that emulates contemporary veterinary medicine.
21. Demonstrate a scholarly level of understanding of all subject matter to be taught.

### **Required knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities to be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

### **Other Ergonomic Requirements:**

#### **Physical requirements**

- Bending, stooping, crouching, kneeling, sitting on the floor, standing, walking, pushing, pulling, lifting, restraining, stocking shelves, unpacking drug deliveries, emptying trash, exercising pets, grasping, reaching overhead, twisting throughout the day, balancing, squatting, grasping, rotating body, fine manipulation.
- Moving animals from cages to treatment tables to surgery to radiology and back; moving animals from recovery ward to other wards; caring for animals in isolation ward.
- Restraining animals up to 200 pounds intermittently.
- Lift animals up to 50 pounds.
- Lift, with help, animals over 50 pounds.
- Place pets on exam tables, treatment tables, surgical tables, radiology tables or in cages or move them from these areas.
- Repetitive motions.
- Restraining large, small and exotic animals.
- Grasping equipment.
- Having manual dexterity to place endotracheal tubes, draw blood and other duties requiring hand-eye coordination.
- Standing and walking on cement/tile flooring for up to 10 hours.

- Typing data into a computer.

### **Hearing requirements**

- Listen to the internal organs of pets through a stethoscope.
- Communicate with instructors, students, clients, in laboratory rooms, classrooms, examination rooms, over the phone and in all areas of the hospital.
- Communicate over the phone with prospective students, consultants, outside laboratories and hear reports from staff members.
- Communicate with vendors.
- Listen for coughing, sneezing, vomiting, crying and thrashing of hospitalized patients.

### **Visual requirements**

- Ability to conduct physical exams, perform treatments, take radiographs, perform procedures and perform surgery.
- View specimens through a microscope.
- Read textbooks, reports, review medical records.
- Research materials.
- Enter data into the computer.
- View data on computer.
- File and retrieve files as necessary.
- Take weights, read thermometers, instruments and lab machines.
- Watch the behavior and progress of animals.
- Be able to see change of color, bleeding, urination and other bodily fluids.

### **Hours:**

Faculty members are expected to work 37.5 hours per week. The work hours are flexible and will be determined by the Program Director. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Program Director, Dean of Agriculture, Business and Occupational Technologies and the Office of Academic Affairs.

### **Qualification Standards:**

1. **Minimum education:** An Associate's Degree in Applied Science, Veterinary Nursing/Technology with a Bachelor's degree in progress and willingness to complete. Bachelor's degree in Veterinary Nursing/Technology is preferred.
2. **Minimum Experience:** 3 years Large Animal and Small Animal clinical experience. Collegiate teaching experience is preferred.
3. **Minimum Licensure:** Licensed as a Registered Veterinary Technician in the State of Oklahoma. Earned or working towards a Veterinary Technician Specialty (VTS) is preferred.
4. **Professional Affiliations:** Oklahoma Veterinary Technician Association, National Association of Veterinary Technicians in America, Association of Veterinary Technician Educators – Upon employment
5. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities. All staff must follow the departmental dress code.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

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