**Dakota Zoo - Job Description**

**Permanent Part-time Veterinary Technician**

**Nature of Work**

This person is supervised by the zoo’s Veterinarian, Assistant Director, and Zoo Director. Responsibilities include assisting the veterinarian and zoo staff with the implementation of all aspects of a comprehensive healthcare program for a wide variety of exotic animals. This includes but is not limited to animal restraint, sample collections, clinical procedures, anesthesia, radiology, pharmacology, surgical and pathology service support, and care for animals in quarantine and under hospital care. Performance of in-house laboratory procedures, preparing and shipping samples for reference labs, data collection/record keeping via computer programs, pharmacy/inventory management, equipment maintenance, and facility upkeep are also duties for this position.

**Skills and Responsibilities**

* Assist in routine and emergency veterinary procedures and necropsies.
* Care for hospitalized patients, including feeding, husbandry, and medicating. Help monitor general zoo collection weights and body condition scoring on a monthly basis.
* Implements preventative medicine protocols with senior zoo staff and veterinarian.
* Assist with raptor rehab intake, triage, and critical care.
* Assist with Pharmacology inventory management, dosage calculations, appropriate administration methods, and safety techniques. Assist with training keeper staff in basic skills as well.
* Recognize and appropriately respond to medical human or animal related emergencies.
* Maintain clinic and equipment, including cleaning and disinfection. Operate clinical laboratory, radiology, K-Laser, and digatherm equipment correctly. Follow sterile procedures/surgical support. Stock vet facilities and monitor inventory.
* Perform in-house laboratory testing, including parasitology, urinalysis, manual blood counts on non-mammalian species, cytology, and special staining. Prepare biological samples for shipment to outside laboratories.
* Maintain accurate medical records and controlled drug log, utilizing both digital and paper systems. Assist with incoming and outgoing transactions and associated paperwork and permitting as needed.
* Be proficient in Microsoft Office and specialized record keeping and data collection programs (ZIMS).
* Possess excellent verbal and written communication skills and strong organizational skills.
* Continue to develop knowledge of animals at our facility and share this information with other staff, the public, and volunteers.
* Participate in zoo camps, animal encounters, and other miscellaneous education opportunities.
* Willing to be a positive team player and continue to maintain and build strong communication with coworkers and managers.
* Performing other duties as assigned.

**Desirable Education, Experience, and Qualifications**

* Degree in Veterinary Technology preferably from an AVMA-accredited program and licensed in the state of ND (or able to obtain license within 6 months).
* Proof of Negative TB and required testing yearly.
* Ability to serve as a positive, professional, energetic, and supportive co-worker.
* Possession of a valid North Dakota driver’s license, or ability to obtain within 3 months.
* Must be able to work outside year-round, under typical North Dakota weather conditions and temperatures for extended periods of time. Must be able to work in uneven terrain with exposure to varying weather conditions, dust, and allergens. Must be able to move about on slippery surfaces, handle potentially toxic and hazardous materials and work in cramped and confined spaces. Must be able to lift and carry materials up to 50 pounds.
* Proficient in Microsoft Office and be willing and able to learn a new data entry platform (ZIMS).
* Self-driven with strong organizational skills.

**Special Provisions for Permanent Part-time Positions**

* This position is ~25 hours/week year-round. The schedule is Monday-Friday with flexible hours. Hours may vary based on zoo and veterinary needs requiring occasional weekends, evenings, and holidays as needed.
* There will be opportunities for working in other areas of the zoo as a supplemental income (admissions/gift shop/concessions), especially April through September.

**To Apply**

Please submit a cover letter, resume, employment application (found on the Dakota Zoo website), and three references to Allison Malkowski, Assistant Director, at asdirect@dakotazoo.org.