



Clinic for the Rehabilitation of Wildlife

Job Description

Job title: **Student Program Coordinator**

Department: **Hospital**

Reports to: **Hospital Practice Manager**

Work Location: **Hospital**

Full-time, Non-Exempt

Essential Duties and Responsibilities:

- Main contact for student program; correspondence, application process, housing, policies/procedures, etc.
- Collect student applications, ensure all supporting documents are received, evaluate, and make acceptance decisions under set guidelines.
- Send student acceptance packets and ensure necessary forms are returned and fees are paid prior to arrival.
- Coordinate student arrival/departure procedures and complete student arrival orientation/departure checklists.
- Maintain student schedule and housing databases, along with related lists, statistics, and forms.
- Provide patient care of ICU, neonatal, and rehabilitation patients for student and volunteer training purposes.
- Provide teaching opportunities, wet labs, and learning rounds for students in conjunction with the Staff Veterinarian and Wildlife Rehabilitation Manager.
- Manage monthly student meetings to discuss student feedback and training exams for current students.
- Assist Hospital Practice Manager in maintaining updated procedure manuals for clinic policies and patient care.
- Assist Hospital Practice Manager in establishing and maintaining training guides for student and volunteer orientations.
- Conduct mid-point evaluations for all students and report findings to the Hospital Practice Manager, conduct exit interviews in conjunction with the Staff Veterinarian (clinical students) and Wildlife Rehabilitation Manager (rehabilitation students).
- Maintain online databases through which reference material and educational media are available for students.
- Act as a "resident assistant" for student housing – help facilitate adjustment of students to housing, develop a sense of community among students enforce rules/policies of housing, oversee housing maintenance needs in conjunction with the Facilities and Maintenance Manager, and act as a liaison between students and administration.
- Update Student Program (non-clinical) and Volunteer Handbooks under the supervision of the Hospital Practice Manager.
- Advertise and update student program positions through select college, university, and veterinary association websites routinely.
- Provide support with special events, educational presentations, and other duties as needed.

Education and/or Work Experience

- College degree required (preferably in Biology or Animal Sciences). Preference given to applicants with veterinary technician experience, teaching experience, and prior experience in wildlife rehabilitation.
- Excellent verbal, written, interpersonal communication, and leadership skills.
- Knowledge of office equipment and software systems including Microsoft Word, Excel, and Outlook.
- Must be able to work efficiently, accurately, independently, and be able to multi-task and meet deadlines.
- Must be a team player with positive attitude and willingness to teach students, volunteers, and staff.
- Must be able to work cooperatively with co-workers, volunteers, and the public.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state, and local standards. Including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.
- Must be able to talk, listen, and speak clearly.
- Required to stand, walk, and may have to climb and/or balance. Must frequently lift and move up to 35 pounds.

How to Apply:

Please submit resume, letter of intent, and 3 professional references to Becca Brooks, Hospital Practice Manager, at bwehmeier@crowclinic.org