

Registrar & Veterinary Technician

DESCRIPTION

This position serves as a member of the animal management team, assisting in the oversight, development, and implementation of the zoo's animal health and record keeping plan.

Reports To: General Curator

Key Duties and Responsibilities:

Veterinary Technician:

The Veterinary technician's responsibilities include performing or assisting in the performance of animal health care duties including anesthesia, dentistry, surgery, emergency medicine, critical care, and preventative medicine.

Prepare for and assist the veterinarian in performing clinical procedures

Maintain and monitor anesthesia, including the operation of inhalation anesthesia equipment and patient monitoring devices

Conduct various types of laboratory tests including, but not limited to, fecal analysis for parasites

Make arrangements to forward samples for analysis to outside laboratory

Accurately dispense and record medical prescriptions; properly administer medications and vaccinations as directed by the veterinarian; maintain current pharmacy inventory, treatment areas, laboratory, and equipment inventory; and, assist with ordering drugs, medical supplies, laboratory supplies, and inventory maintenance

Create and maintain accurate medical record documentation of clinical procedures, prescriptions, and diagnostic laboratory work

Perform cleaning, disinfection, and sterilization of the treatment room, surgical instruments, and equipment

Communicate regularly with the Veterinarian, Zoo Director, and Animal Care Staff regarding management of active medical cases

Assist with sample preparation, clean veterinary animal enclosures, and service areas as required

Participate in the Red River Zoo's operant conditioning program as needed

Registrar:

The Registrar's responsibilities include managing the institution's animal records and related policies, validating the quality of recorded data, and ensuring the legal compliance of all animal transactions. The Registrar also serves as liaison to relevant government agencies, other zoological institutions and conservation organizations, including the Association of Zoos and Aquariums (AZA).

Accurate and detailed animal record keeping utilizing ZIMS with medical

Coordinate animal transfers (paperwork and shipping arrangements) both to and from the Red River Zoo

Ensure proper state, local and federal permits are maintained

Provide ZIMS reports as requested

Assist Curator of Animals with IR/SSP coordinator responsibilities

Other Responsibilities:

May perform animal care in special circumstances as approved by the curator (i.e. caring for animals while in quarantine)

Keep vet center building clean including public area and windows

Special projects as assigned

Experience Required

Minimum Qualifications:

- Graduation from an AVMA-accredited veterinary technology program
- Licensed as a veterinary technician in ND or obtain license within 6 months
- Minimum 3 years of clinical veterinary technician experience
- Valid driver's license
- Able to lift up to 50 pounds without difficulty
- Able to work outdoors in ND weather conditions
- Able to work in a variety of physical positions including sitting, bending, standing and walking
- Able to work nights, weekends and holidays when necessary
- Demonstrates professionalism and maturity at all times
- Understanding of AZA standards for data management or ability to attend AZA Institutional Records Keeping Course
- Must be a self-motivated, team focused individual

Preferred qualifications:

- Demonstrated ability to provide animal health care under close and remote supervision by a veterinarian
- Training at the AZA Conservation Academy: Institutional Record Keeping Course completion
- Experience working as a registrar at an AZA Accredited zoo or aquarium
- Zoo veterinary technology experience
- Experience using ZIMS with Medical . Demonstrated experience with state and federal animal permitting

How to Apply

To apply please email cover letter, resume, and three references to Erin Teravskis, Curator of Animals at eteravskis@redriverzoo.org

Red River Zoo

4255 23rd Ave South

Fargo, ND 58104-8786

Phone: 701-277-9240

Fax: 701-277-9238

[Visit our website](#)

<https://redriverzoo.org>