

Veterinary Technology Program
Program Director
Job Description

The program director of the Veterinary Technology Program is responsible for:

- Providing programmatic leadership of faculty and adjuncts, students, academic content and quality, and partnership relationships with the program. This includes complying with college outcomes assessment initiatives as well as recruiting hiring and supervising adjuncts and supervising faculty.
- Administering the program's budget. This includes presenting a program budget annually, reviewing, monitoring and processing the program's budget and processing requisitions.
- Under the direction of Academic Affairs administration developing the academic schedule of courses appropriate to the needs of the students. Assigning faculty to program-specific courses for each academic schedule. Hiring adjunct faculty where needed. Overseeing textbook evaluation and ordering for all of the program's courses.
- Assisting program students by, among other things, providing academic advisement, monitoring academic progress, evaluating and investigating student complaints, overseeing activities of the Vet Tech Living Learning Community in Pennswood Hall, and overseeing the Organization of Animal Technician Students (O.A.T.S. club).
- Providing students with appropriate off-campus learning experiences before practicum, including but not limited to accompanying them to spay/neuter clinics and evaluating and assisting students in finding their sites for the 60 hours of clinical experience required before practicum attendance.
- Maintaining the relationship and communication with the University of Pennsylvania School of Veterinary Medicine personnel who instruct and supervise the program's practicum students during their off-campus semesters. This includes, but is not limited to curriculum review, review of outcomes assessment, assistance with student problems and can involve travel for meetings at both sites.
- Overseeing the maintenance of the program's inventory of equipment and supplies. Evaluating the need for new equipment and investigating vendors. Currently this responsibility includes input into the redesign of lab room 109.
- Representing the program on a college-wide basis, which includes but is not limited to:
 - Assisting Admissions by representing the program at Open Houses, overseeing enrollment of new students and retention of continuing students. This will include attending open houses and advisement sessions. This includes speaking to

prospective students, guidance counselors, and parents, on campus and at career days and summer career programs.

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- Assisting the Public Relations Office and Enrollment Management Office in promoting the program, including updating catalogs, providing information regarding brochures, press releases, etc.
- Assisting the Development Office and Alumni Affairs in creating and maintaining relationships with program graduates and other potential donors.
- Maintaining relationships with general education instructors and other college departments to benefit the needs of veterinary technology students.
- Preparing accreditation reports and performing other duties related to accreditation of the program.
- Attending professional meetings in veterinary medicine and veterinary technology education. Insure that all faculty and adjuncts meet the professional education requirements of the AVMA. Specifically, that all faculty and instructors have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinary technician in the veterinary health care team. Convening the program's advisory board.
- Implement special projects related to the vet tech program as needed or requested.

Position Requirements:

- Applicant must be a licensed veterinarian or a credentialed veterinary technician who graduated from an AVMA-accredited program.
- The program director must have the educational background and occupational experience appropriate to understand and fulfill program goals.
- The position of the program director is a full-time position.
- The Program Director will report to the Vice president, Academic Affairs