Job Description: Spay/Neuter Administrative Associate

About Us: The Aggieland Humane Society provides humane care and placement for homeless and abandoned animals, promotes the human-animal bond, and promotes responsible pet ownership to enhance the quality of life for the people and animals in our community. Our vision is to become a leader among animal welfare organizations. We offer progressive, lifesaving programs and services, including animal sheltering, community spay/neuter, TNR, animal transfers, foster care, outreach events, volunteering, community food pantry, and more. Aggieland Humane Society is the municipally contracted animal shelter for the City of College Station and for Brazos County.

Position Specifics:

Title: Spay/Neuter Administrative Associate
Reports to: Lead Spay/Neuter Veterinarian
Status: Full-Time, Non-Exempt
Compensation: $15.00/hour
Schedule: 8 AM - 5 PM or 9 AM - 6 PM (flexible), Monday-Friday, with rare weekends or holidays.

Summary: Serve in all aspects as needed in the Aggieland Humane Society high-volume, high-quality spay/neuter program to ensure success and maximize community impact. This includes data collection and entry, scheduling, opening and closing procedures, managing appointments, and other duties as assigned. This position will remain flexible and adaptable to best suit the needs of the S/N program operations.

General Duties:

- Follow protocols and standards of care set forth by the Aggieland Humane Society and Lead S/N Veterinarian.
- Maintain a professional and courteous demeanor at all times while working with shelter staff, volunteers, interns, and community members.
- Enter clients and patients into scheduling software, manage voucher entries, and fill gaps in surgical rosters.
- Ensure the surgical roster is updated for the next surgical day, including weights and accurate locations, microchips, or descriptions.
- Field calls and inquiries from the community about the S/N program, scheduling, requirements, and more.
- Ensure data entry is complete with superior attention to detail and accuracy to track all parameters of the S/N program.
- Interfacing with the public about surgical intake procedures, ensuring pets are eligible for S/N services and that they have the information they need to arrive on time, in the proper location and with the right paperwork.
- Supervising/scheduling data entry volunteers who assist with the spay/neuter team.
- Running reports related to funding, grants, and overseeing that those are managed properly.
- Be in charge of trap inventory to maintain the number of traps needed for scheduling needs and that traps are fully functional.

- When needed, completion of tasks related to surgery, including but not limited to: assisting with induction, patient surgical preparation, creating surgical packs, collecting necessary supplies, administrative paperwork, collecting payment, preparing medications, etc.
- If needed, carrying the after-hours phone and responding to questions from clientele about surgery complications with coordination of attending veterinarian.
- Other duties as assigned.

Education and Experience

Requirements:

- High school diploma or equivalent, required.
- Valid and current driver's license, in good standing, required.
- Strong desire to work in veterinary medicine with a specific focus on companion animal population control/shelter medicine, required.
- Bilingual in English and Spanish, preferred.

Skills and Abilities:

- Applicant must be willing to work in confined spaces with little personal space.
- Applicant must be interested in animal welfare, animal population control, and serving low-income communities.
- Ability to handle the stress associated with euthanasia of animals, loud noises, and strong odors
- Must gain proficiency in PetPoint Software, Time Tap, and Google Sheets.
- Available to work within Aggieland Humane Society business hours, with some after hours availability to field emergency communications.

Other Requirements:

- Must gain proficiency in the organization's database PetPoint, including the generation of assigned reports. Must also be proficient in Google Sheets.
- Must be able to work in areas with dogs and cats and tolerate the loud noises, strong odors, and emotional demands associated with an animal shelter environment.
- Regular and reliable attendance is required.

Benefits:

- 401(k) with employer matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off

To Apply

Please submit a resume, a completed employment application available at aggielandhumane.org/employment and email to drbump@aggielandhumane.org