

# Laboratory Client Services Assistant - Necropsy (Veterinary Diagnostic Laboratory)

**Apply now** Department: 3670080080 Veterinary Diagnostic Lab

**Job no:** 509650

**Work type:** Staff Full Time (Unclassified - Term)

**Location:** Manhattan, Kansas

**Categories:** Veterinary Medicine

**Pay Grade:** 04B



**KANSAS STATE**  
UNIVERSITY

## About this Role:

The Kansas State Veterinary Diagnostic Laboratory (KSVDL) is seeking applicants for a **Laboratory Client Services Assistant**. This essential position within KSVDL exists to serve the needs of clientele/stakeholders (clients, faculty, residents, students, coworkers) in regards to necropsy and sample reception, and assistance with all activities on the necropsy floor. This position will help to oversee and manage all necropsy floor activities including scheduling for teaching and research, disinfection, adherence to biosafety procedures and protocols in accordance with the KSVDL quality system, management of student workers, maintenance of equipment, record keeping related to the above activities, and maintenance and over site of the KSVDL bulk autoclave and tissue digester. This position will also serve as an assistant to pathologists in necropsy procedures and sample collection from other samples (i.e. rabies testing, BSE testing, CWD testing). Some flexibility may be required regarding work hours at selected/occasional times.

## We Support Diversity and Inclusion:

Kansas State University embraces diversity and promotes inclusion. The University actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

## Duties / Responsibilities:

Primary tasks will be to manage the necropsy floor and assist faculty pathologists in coordinating necropsy and mail-in diagnostic cases as well as scheduling of the floor for all teaching and research usage. Interaction and communication with Accessioning and Client Care as well as other laboratory sections will take place on a daily basis. Intake of all animals for

necropsy and other samples for diagnostic testing as well as assistance to those internal clients utilizing the necropsy floor for those needs outside of routine diagnostics. Performing this duty will require a strong working knowledge of all necropsy and pathology SOPs as well as disinfection procedures, required PPE, and maintenance schedules. Responsibilities also include operational expertise and maintenance of the tissue digester and bulk autoclave within the Client Services area along with the necropsy coolers, hoist and rail system, bandsaw, and scales. All of these tasks are expected to be completed in accordance with QA/QC procedures with the intent of adhering to AAVLD accreditation guidelines.

Maintenance of multiple internal documents will also be expected which will include but are not limited to SOP's, Working Instructions, Equipment / Maintenance Logs, and other logs within the Client Services area.

Other tasks that may be performed could include training of student employees or assistance with creating purchase orders and filling KSVDL supply orders.

**Required  
Minimum  
Qualifications:**

Bachelor's degree

**Preferred  
Qualifications:**

2 years client service/ communication work experience  
General experience with computer software  
Use of computer to enter/generate data in LIMS and Microsoft Office Software  
Knowledge of clinical specimens/testing and medical databases  
Animal Science/Veterinary Medical experience/education such as the completion of a two-year college program in veterinary or animal technology accredited by the American Veterinary Medical Association (AVMA)  
One year of lab/veterinary experience

**Special  
Instructions to  
Applicants:**

Please submit cover letter, resume, and contact information for three professional references

**Screening of  
Applications  
Begins:**

Screening of applications begins immediately and will continue until the position is filled.

**Salary Range /  
Pay Rate:** \$ 13.76 - \$ 23.39 per hour

**Equal  
Employment  
Opportunity:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

**Background  
Screening  
Statement:** In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.