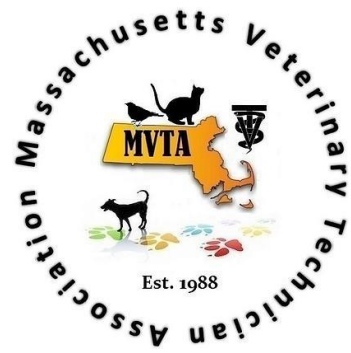


Project Description

Project Title: Annual CVT Renewal Processing

Reports to: MVTA President



Summary: This project will focus on processing annual CVT renewal applications. The project will run from October 1st through January 31st. The individual tasked with this project will be expected to process all renewals during this timeframe on their own schedule, within the expectations set forth by the MVTA President and Executive Council.

Essential Duties and Responsibilities:

- Process all membership applications: CVT applications, CVT renewals, associate, and student membership applications within 2 weeks of submission.
- Communicate with members and potential members, as necessary, to clarify or complete applications
- Ensure accuracy, integrity, and security of the MVTA member database
- Maintain membership privacy at all times

Education/Experience:

Individual must be a certified veterinary technician in Massachusetts and have a minimum of 5 years of experience in the field of veterinary medicine. Associate's Degree or higher is preferred, but not required.

Language Ability:

Ability to read and understand medical terminology and be able to compose professional written communication.

Math Ability:

Ability to apply concepts such as fractions, percentages, rations, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, to collect data, to establish facts, and to draw valid conclusions.

Computer Skills:

Word Processing, spread sheet use, Internet and email.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is required to walk, stand, sit and reach with hands and arms. The employee is occasionally required to lift up to 20 pounds

Pay Information:

This is a contracted position. Compensation will be \$1200/month for 4 months (October-January). The individual will submit an invoice to the MVTa no later than the 5th of each month for previous month's work. A 1099 will be furnished for tax purposes. The individual is responsible for all taxes (including social security and self-employment). No other benefits provided.