Technical Assistant 3 (UCPEA VI)

Technical/Compliance Coordinator

**JOB SUMMARY:** Under the direction of the Department Head, provides technical support for teaching, research and service activities. Monitors for and works to ensure regulatory compliance in teaching, research and service activities. This is an emergency support services position.

**CHARACTERISTICS DUTIES & RESPONSIBILITIES:**

1. On behalf of the Department Head, coordinates regulatory compliance with federal, state, institutional and other regulatory organization’s (i.e. AAALAC, IACUC, etc) mandates with regard to animal health, care, well-being and research laboratories. Reviews IACUC protocols (animal unit and research use) for compliance with the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*. Ensures proper documentation/records are kept; creates and maintains databases and logs as necessary.

2. Reviews departmental laboratory and animal unit protocols and SOPs for compliance and, using established guides and resources, assists in editing them as needed.

3. Assists faculty and staff in responding to compliance audit reports. Initiates Facilities and equipment work orders related to human and animal health and safety and prevent code/safety violations; follows up to ensure timely completion.

4. Coordinates or directly provides required compliance training to faculty, staff and students (i.e. workplace hazard, personal protective equipment, and voluntary use of respirators).

5. On behalf of the Department Head, serves as the department’s official liaison for compliance with federal, state, and institutional regulatory agencies related to laboratory operations, employee training, occupational safety, and animal care (e.g. EHS, IACUC, and AAALAC).

6. Provides technical support to the department’s teaching, research, and service programs. This includes, but is not limited to, laboratory technical support, biological sampling, surgical support, laboratory equipment operation, assistance in handling livestock as necessary, and data collection.

7. Assists faculty and graduate student research projects as directed by the Department Head.

8. Prepares, or supervises preparation of, samples for analysis or testing. Independently performs tests or analyses using a variety of methods and techniques which may require modification to produce standardized results; documents methodology and findings.

9. Operates, tests and calibrates analytical instruments, equipment and related components; makes adjustments and resolves difficult problems.

10. Assists the Department Head in special projects as directed to carry out the Department of Animal Science’s teaching, research, and service activities.
11. Responds to and may report to work for emergency calls and situations as necessary, which may include nights, weekends and/or holidays.

12. Is responsible for keeping abreast of best practices and federal, state and institutional regulations related to animal research, radiation safety, laboratory safety, workplace safety, environmental health & safety (EHS) and teaching regulations.

13. Communicates pertinent information to appropriate personnel and ensures that all updates/changes are integrated into departmental policies and SOPs.

14. Performs related duties as assigned

**Minimum Qualifications:**

1. Bachelor’s degree in Animal Science or closely related discipline and 1 to 3 years experience.

2. Experience in handling farm animals.

3. Ability to maintain and problem-solve laboratory equipment problems of ordinary to moderate difficulty.

4. Excellent written and oral communication skills.

5. Excellent organizational skills.

6. Excellent interpersonal skills and ability to work in a group/team setting.

7. Demonstrated ability to apply a variety of concepts, techniques and practices in animal care, research and laboratory environments.

8. Willingness and ability to work night and weekend hours, as needed, to meet business needs and respond to emergencies due to inclement weather or other significant events that affect operations.

**Preferred Qualifications:**

1. Master’s degree in animal science or closely related discipline and 3 to 5 years experience.

2. Veterinary, surgical, laboratory experience.

3. Experience in providing training and/or developing training materials related to animal handling, radiation safety, laboratory safety, workplace safety, and/or environmental health & safety.