

Oregon State University has a position opening for an IACUC Coordinator, based in Corvallis, Oregon. Announcement details can be found below.

Interested applicants should apply at the following link:

<https://jobs.oregonstate.edu/postings/28205>

## IACUC Coordinator

**Department:** VP for Research (RIP)

**Position Title:** Consultant-Research Integrity

**Job Title:** Coordinator-IACUC

**Appointment Type:** Administrative/Professional Faculty

**Job Location:** Corvallis

**Position Appointment:** 100

**Appointment Basis:** 12

**Faculty Status:** Regular

**Tenure Status:** Fixed-Term

**Pay Method:** Salary

**Recommended Full-Time Salary Range:** \$47,820 – \$56,000

### **Position Summary:**

The VP for Research is seeking a IACUC Coordinator. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Vice President for Research (VPR).

Under the direction of the IACUC Administrator, the Coordinator assists with management of a variety of processes related to the animal care and use program (“Program”), in accordance with institutional and committee policies and agreements, federal and state laws and regulations, accreditation standards, and applicable guidance references (“Standards”).

The Coordinator facilitates preparation, review, and approval of IACUC (“Unit”) submissions from research and teaching faculty, students, and other stakeholders; and assists with management and completion of semiannual facility inspections and program review. The Coordinator provides assistance to a variety of Program participants, including investigators and students.

The Coordinator uses professional judgment to identify, interpret, and apply Standards necessary to meet the position responsibilities.

### **Position Duties:**

#### *35% – Protocol Review*

- Advise research and teaching faculty, students, and other program participants on issues related to Standards, responsible conduct, and compliance as applied to Program activities
- Provide advice and consultation regarding Unit review of Program activities
- Respond to incoming emails, telephone calls and walk-in visits
- Assist in pre-reviews, grant congruency reviews, annual reviews, and other workflow tasks
- Analyze submissions for completeness, conflicts of interest, grant congruency, and

compliance with all applicable Standards and practices

- Work with research and teaching faculty, students, and other program participants to minimize risks and resolve areas of concern
- Facilitate committee member reviews; to include preliminary reviews
- Collaborate with other units to promote transparency and facilitate guidance for all Program stakeholders

*15% – Outreach and Education*

- Provide instruction and technical support to stakeholders regarding electronic research administration systems
- Provide technical support and instruction to various stakeholders, including research and teaching faculty, students, and other program participants, regarding related Unit and Committee processes

*10% – Committee Support*

- Assist in meeting agenda preparation
- Collect, post, and ensure availability of meeting materials
- Attend IACUC meetings and assist with regulatory and technical guidance
- Assist with preparation of meeting minutes
- Manage meeting logistics: meeting rooms, AV & connectivity, catering agreements

*20% Administrator and Unit Support*

- Assist with semiannual animal facility inspections and program review management
- Assist with post-approval monitoring activities
- Assist with development, implementation, use, and maintenance of electronic research administration systems
- Assist with maintenance and updates to internal and public websites, listservs, and other methods of communication with stakeholders
- Identify issues that require consult, and review with colleague(s) and/or supervisor, as appropriate
- Identify unit-related issues and assist in SOP maintenance, and review and/or development of guidance materials
- Draft, proof, and edit Unit correspondence, as requested
- Provide general support as requested

*20% – Records Management*

- File, manage, and archive electronic and hard copy files and email
- Assist with management of shared drives, sites, and other file systems
- Maintain training and education records
- Prepare and send notifications related to approval

Other duties as assigned or required. Some travel may be required. Duties may change as needed to fulfill the mission of the IACUC.

**Minimum/Required Qualifications:**

- Bachelor's degree, or significant and relevant experience in related research or compliance area(s)
- Certification as an IACUC Professional (CPIA) within 3 years of hire.
- Highly proficient with relevant office software and systems such as MS Outlook and Word.

- Demonstrated professional verbal and written communication skills
- Applies effective organization skills.
- Able to set priorities and manage time appropriately.
- Able to follow numerous complex steps and apply the appropriate Standards and procedures to widely varying submissions and circumstances.
- Provides attention to detail; able to complete work with a high degree of accuracy.
- Consults appropriately with colleagues and/or supervisor.
- Ability to work both independently and as a team member.
- Able to handle difficult situations effectively and collegially
- Demonstrated professional and respectful interactions with individuals from a variety of backgrounds.
- Committed to the cultivation and maintenance of an ethical, positive, productive, and healthy office environment.
- Demonstrable commitment to the cultivation and enhancement of diversity.
- Committed to learning a wide variety of program functions and processes.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU Standard 125-155-0200) as per OAR 576-056-0000 et seq.

**Preferred (Special) Qualifications:**

- Graduate or professional degree in a related field
- Prior experience working with animals in a regulated environment
- Prior experience working in an IACUC office
- A demonstrable commitment to promoting and enhancing diversity

**Working Conditions / Work Schedule:**

Mostly indoor office environment. Some driving and walking; occasional travel; periodic exposure to animals.

**Posting Detail Information:**

**Posting Number:** P00487UF

**Posting Date:** 06/30/2016

**Closing Date:** 07/25/2016

**Anticipated Appointment Begin Date:** 08/25/2016

Competitive / External - open to ALL qualified applicants

When applying you will be required to attach the following electronic documents:

- 1) A resume/CV;
- 2) A cover letter indicating how your qualifications and experience have prepared you for this position;
- 3) 3 professional references with current contact information.

For additional information, please contact: Ginny Kroshus, [ginny.kroshus@oregonstate.edu](mailto:ginny.kroshus@oregonstate.edu).

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Starting salary within the salary range will be commensurate with skills, education, and experience.

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