

Posted: October 14, 2020



POSITION ANNOUNCEMENT

TITLE: ANIMAL CARE COORDINATOR

DEPT: COMPLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$10,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under general supervision, coordinates and supports operational facets of a laboratory animal research facility, ensuring optimum usage of facilities and equipment, in compliance with all federal and state regulations pertaining to the conduct of animal research.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition math. Ability to maintain quality, safety, and/or infection control standards required. Skills in the use of computers, preferably in a PC, Windows- based operating environment required. Record maintenance skills required. Knowledge of federal and state laws, regulations, and guidelines pertaining to the care and research usage of laboratory animals desired. Ability to set up, organize, and coordinate the day-to-day operations of an animal resource facility required. Knowledge of the proper installation, operation, maintenance, and repair of animal research equipment desired. Ability to provide technical training to staff and/ or student in a rea of expertise required. Skills in organizing resources and establishing priorities required. Ability to set up, organize and coordinate the day-to-day operations of a biological laboratory research facility required. Knowledge of animal husbandry requirements, methods, and techniques desired. Ability to develop and maintain housekeeping, safety, and infection control programs, procedures, and protocols desired. Knowledge of laboratory and experimental protocols and procedures desired. Knowledge of aseptic principles, procedures, and techniques required. Ability to administer medication and treatments to laboratory animals according to prescribed protocol required. Skill in developing policy and procedure documentation required. Ability to perform surgical procedures on animals according to research protocol desired. Ability to extract, collect, and process animal tissue and blood samples desired. Knowledge of methods, procedures and protocols for the handling and disposal of hazardous biochemical waste procedures desired.