Georgia State University

Job Specification

Job Title: IACUC Compliance Officer

BCAT Code: 09PX18    Effective Date: April 1, 2007
Pay Grade: G17    FLSA Status: Exempt    Revision Date: July 1, 2013

General Description
Develops and implements a comprehensive animal care program to facilitate campus research while protecting faculty, staff, students, and visitors from adverse effects of research involving animals. This is the entry level officer position within the Institutional Animal Care and Use Committee (IACUC) Compliance series. Duties are performed with general to minimal supervision.

Examples of Duties
- Identifies and evaluates occupational exposures and hazardous conditions; recommends controls to eliminate and/or minimize health risks.
- Assures health and safety controls, and compliance with federal, state, local and University rules and regulations.
- Assists the Principal Investigators in research involving animals; provides technical expertise to animal users, faculty researchers, the IACUC, and other committees and programs as needed.
- Manages and directs all aspects of the IACUC.
- Reviews and assesses research proposals involving animals, laboratory operations and facilities, and construction or renovation plans for all aspects of animal care and use.
- Oversees the IACUC protocols and the post-approval monitoring of IACUC approved animal research protocols in accordance with United States Department of Agriculture (USDA) and Office of Laboratory Animal Welfare (OLAW) regulations.
- Advises the University administration and research community on animal research.
- Evaluates and reports on laboratory and research facility emergencies involving animals.
- Develops and presents regulatory and safety training and educational programs.
- Supervises other personnel as needed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, and local laws, regulations, codes and guidelines related to research involving animals.
- Proficiency in word processing, spreadsheets, and database software.
- Ability to work under pressure and handle stressful situations.
- Ability to wear and use appropriate personal protective equipment.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master's degree in Anthropology, Psychology, Biology, or a related field and three years of related experience. Laboratory Animal Training Association (LATA) training required. Must be able to wear and use the appropriate personal protective equipment (PPE). Experience working in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources    Classification Section