Georgia State University

Job Specification

Job Title: IACUC Compliance Specialist

BCAT Code: 09WX06            Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Under direct supervision, provides administrative assistance to the Institutional Animal Care and Use Committee (IACUC) Compliance Officer and/or Senior Officer. Supports efforts that ensure compliance with federal, local and University policies, procedures, and regulations associated with research involving animals. This is an entry level position within the IACUC Compliance Specialist series. This level may also be used as a training level.

Examples of Duties
- Provides administrative assistance in the review of research proposals involving the use of animals, laboratory operations and facilities, and the compliance with the Animal Welfare Act (AWA), the United States Department of Agriculture (USDA), the National Institute of Health Office of Laboratory Animal Welfare (NIH OLAW), the Georgia Department of Natural Resources (DNR) and other federal, state, local and University requirements.
- Provides administrative assistance and participates in the activities of the IACUC, such as preparing agendas and organizing meetings.
- Assists in developing safety training and education programs relating to animals used in research.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, and local laws, regulations, codes, and guidelines related to the research involving animals.
- Proficiency in word processing, spreadsheets, and database software.
- Ability to work under pressure and handle stressful situations.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Anthropology, Psychology, Biology, or a related field and one year of related experience. Must be able to wear and use the appropriate personal protective equipment (PPE). Laboratory Animal Training Association (LATA) training preferred. Experience 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