Georgia State University

Job Specification

Job Title: IACUC Compliance Specialist, Senior

BCAT Code: 09PU02 Effective Date: April 1, 2007
Pay Grade: G14 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Under general supervision, provides technical expertise to animal users, faculty researchers, the Institutional Animal Care and Use Committee (IACUC) and other committees and programs as needed. Supports and assists with efforts to ensure compliance with federal, local and University policies, procedures, and regulations associated with research involving animals. May serve as a lead on a team or project.

Examples of Duties
- Identifies and evaluates occupational exposures as well as hazardous conditions and recommends controls to eliminate and/or minimize employee health risks.
- Develops and presents regulatory or safety training and educational programs on animals used in research to the research community; participates in the IACUC activities.
- Responds to laboratory and research facility emergencies involving animals; assists with incident investigations; assists in the implementation of corrective action measures.
- Reviews and assists in the development of research proposals involving the use of animals, laboratory operations and facilities, and the construction or renovation plans for all aspects of animal care, and the use of appropriate health and safety controls, containment, and compliance with federal, state, local and University requirements and the enforcement agencies.
- Assists in the oversight and post-approval monitoring of IACUC approved animal research protocols.
- Assists in the record-keeping of controlled substances being held for disposal.
- Assists in the preparation of technical reports and program outcome measurements, such as the organization, entry, and analysis of information and data obtained from research proposals, laboratory and research facilities assessments, and faculty and staff surveys.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, and local laws, regulations, codes, and guidelines related to research involving animals.
- Effective time management.
- 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 three years of related experience. Must be able to wear and use appropriate personal protective equipment (PPE). Demonstration of progression towards an advanced degree preferred. Laboratory Animal Training Association (LATA) training preferred. 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