

Position Vacancy Announcement

DIRECTOR OF ANIMAL RESEARCH FACILITIES

Graduate College

Position Summary

This position serves as Director of University's Animal Research Facilities and coordinator of animal care, standards and training for animal care. Makes sure facility operates in compliance with all university, state and federal regulations. Responsible for the development and implementation of policies pertaining to the care and use of animals in research and instruction at the institution. Ensures the humane, responsible and scientifically or instructionally sound use of animals at the University. This position is partially funded by external funds.

Essential Duties, Tasks and Responsibilities

- Manage the operational activities of research facilities at three locations. This includes the following: Behavioral Neuroscience Animal Facility, Life Science Annex and the Mercer Road Facility. Including hiring, evaluating, scheduling, and supervising the Lab Animal Technician and Lab Animal Aide in both facilities.
- Trains and monitors faculty, students and staff in the appropriate care, handling and use of animals. Including maintaining formal, regular communication with all departments and faculty using the animal research facilities.
- Ensures the humane, responsible, and scientifically or instructionally sound use of animals at the University.
- Maintains accurate records on animal health and animal usage.
- Maintains current knowledge of laboratory animal science as well as regulations and standards affecting the use of animals in research and education.
- Ensures that the care of animals and condition of facility environment are in compliance with federal regulation.
- Conducts and hosts regular inspections of the animal care and use program.
- Prepares the budget of the animal research facilities, orders supplies, generates the per diem bills and maintains daily accounting records for all financial transactions.
- Advises the administration on budgetary matters affecting the animal research facilities.
- Develops and implements institutional animal care and use policies, programs, and standard operating procedures to comply with regulations and nationally accepted standards such as the Guide for the Care and Use of Laboratory Animals.
- Prepares reports to governmental agencies in compliance with regulations and policies.

- Advises and oversees, in cooperation with the chair of Biological Sciences and the chair of Psychology, the program for procuring, storing, and use of controlled substances in animal research to ensure compliance with DEA regulations.
- Pre-reviews submission to the Institutional Animal Care and Use Committee (IACUC) and conducts post-approved monitoring of research protocols in conjunction with the Office of Research Compliance.
- Serves as a member of IACUC.
- Advises the administration and the IACUC regarding potential issues affecting the use of animals in research and education.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

Experience in laboratory animal facilities management; At least two years experience performing a variety of techniques on laboratory animals including rodents; Basic knowledge of regulations and national standards relating to the care and use of animals in research and education; Basic knowledge of issues pertaining to the care and use of animals in research and education; Basic knowledge of IACUC responsibilities and procedures; Basic knowledge of biological research, the role and value of animal use; Strong organizational, communication, interpersonal, and teaching skills; Some experience with accounting and budget preparation; familiarity with databases (such as FileMaker Pro) to access records, generate per diem bills and budgets; Ability to work productively with minimal supervision

Minimum Qualifications

Master's degree in biological sciences or equivalent education and experience required. Also required three years supervisory/management experience in an animal research facility and two years experience performing a variety of medical or research techniques on laboratory animals.

Salary

This is a full-time administrative staff position and is partially funded by external funds. Administrative grade level 15. Salary is commensurate with education and experience. Full benefit package available including tuition fee waiver.

To Apply

Submit cover letter w/email address, resume, and contact information for three professional references to:

Office of Human Resources (Search J-61486)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applications will begin August 14, 2009 and continue until position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.

