

Thomas Jefferson University is seeking an IACUC Coordinator!

INSTITUTION: Thomas Jefferson University

JOB TITLE: IACUC Coordinator

LOCATION: Center City, Philadelphia, PA

REGULAR/TEMPORARY: Regular

JOB ID: 9221605

FULL/PART TIME: Full-Time

RESPONSIBILITIES:

Primary Functions –

Provide mission critical operational, administrative, and database management support services to the Institutional Animal Care and Use Committee (IACUC) and IACUC Office. Serve as the primary point of contact for and provide consultation and training to research investigators and staff regarding the development, submission, review, and approval of animal use protocols using the eSirius3G protocol management system.

Essential Functions –

- Serve as the primary point of contact for and provide consultation and training to research investigators and staff regarding the development, submission, review, and approval of animal use protocols using the eSirius3G protocol management system.
 - Maintain records of all submitted animal use protocols, approved animal users, and any communications between the Office and investigators (or investigators' staff).
 - Monitor and execute the routing of protocol submissions and reviews.
 - Assist in maintaining documentation of federally mandated training of animal users.
- Organize meetings and activities associated with Committee functions and maintain written documentation of all Committee activities, including official meeting minutes.
- Provide training and continuing education to the IACUC, IACUC Office, and animal users in conjunction with the IACUC Manager regarding IACUC operations and regulatory affairs in animal research.
 - Contribute to the development and implementation of policies and procedures in promotion of compliance and risk mitigation.
 - Maintain up-to-date knowledge of state, federal, and local regulations as well as policies, guidelines, and ethical principles related to animals in research and promote best practices and quality assurance.
- Conduct protocol-grant congruency reviews in accordance with applicable regulations and IACUC policies.
- Interact with co-workers, visitors, and other staff consistent with the values of Jefferson.

Other Functions and Competencies –

- Proficiency with Microsoft Office including Word and Excel.

- Strong ability to adhere to weekly and monthly deadlines.
- Good organizational skills and judgment in prioritizing duties.
- Basic understanding of medical and scientific terminology.

QUALIFICATIONS:

High School or GED required. Bachelor's degree is preferred, preferably in animal science or biology (or related field).

Experience Requirements –

- Two+ years of IACUC-related experience preferred.
- Computerized database operation and familiarity with scientific terminology.

CLOSING STATEMENT:

Jefferson Health delivers state-of-the-art healthcare services to patients throughout the Delaware Valley and southern New Jersey. **Jefferson (Philadelphia University + Thomas Jefferson University)** provides more than 7,800 students from nearly 40 states and 40 countries with 21st century professional education. We have 30,000 employees.

Jefferson Health, with 14 hospitals (three are Magnet-designated by the ANCC for nursing excellence) and 50+ outpatient and urgent care locations, offers a broad range of primary and complex, highly specialized care that touches the lives of more than four million patients annually. This year, *U.S. News & World Report* has ranked Thomas Jefferson University Hospital as the 16th best hospital in the nation, and among the nation's best in 11 specialties. Jefferson Health also includes the NCI-designated Sidney Kimmel Cancer Center; it is one of only 69 such centers in the nation.

Thomas Jefferson University, nationally recognized for advancing groundbreaking developments in healthcare education and research, recently combined with Philadelphia University, internationally known for architecture, design, engineering, textiles and more. **Jefferson** (Philadelphia University + Thomas Jefferson University) has nine colleges and three schools dedicated to interprofessional and transdisciplinary approaches to learning that offer a vibrant and expandable platform for professional education. Through this unique model, we are preparing our students for current and yet-to-be-imagined careers.

As an employer, the Jefferson Enterprise maintains a commitment to provide equal access to employment. Jefferson values diversity and encourages applications from women, members of minority groups, LGBTQ individuals, disabled individuals, and veterans.

PAR REFERENCE CODE: 143758

APPLY ONLINE: <http://hr.jefferson.edu/human-resources.html> (Job ID: 9221605)