The University of Texas at San Antonio

Job Description

Job Title: Quality Assurance/Training Coordinator

Code: 17007

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Animal Research/University Veterinarian

Reports To: Director, Lab Animal Resources

Summary

- Function: To monitor overall animal care and use program compliance with IACUC approved protocols and work tasks in the animal facility.

- Scope: Monitor for compliance and conduct training in the animal care and use program to ensure adherence to pertinent regulations, policies, SOP's, guidelines & laws.

Duties

- Typical:
  1. Ensure protocol, occupational health & safety (OHSP) & regulatory compliance of investigators & LARC Staff in care & use of research animals.
  2. Prepare, maintain, archive & track LARC SOPs, Policies, Guidelines, Signs & Forms.
  3. Develop, organize & evaluate quality management program goals & objectives of technical staff.
  4. Report adverse occurrences & potential problems & non-compliance to Director
  5. Prepare USDA, PHS, AAALAC annual reports & AAALAC program description
  6. Provide quality assurance assessments to verify compliance with medical records, equipment certification & program of surveillance, diagnosis & diagnostic resources.
  7. Coordinate research collaborations/agreements with internal & external customers and prepare cost estimates for the same.
  8. Track institution's animal care & use training, & OHSP & provide training as needed
  9. Performs other duties as assigned

• Periodic:
1. Provide husbandry care when shortages occur or as needed
2. Assist faculty and staff with training and related LARC-RST issues
3. Serve as member of the IACUC

Education

Required	Preferred
B.S. degree in biological sciences or AA and equivalent experience. Assistant Laboratory Animal Technician (ALAT) certification from the American Association of Laboratory Animal Sciences (AALAS).	LAT (Laboratory Animal Technician) or LATg (Laboratory Animal Technologist) certification from AALAS.
Associate's Degree and additional two years experience can substitute for the degree.	

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of experience working in a laboratory animal facility.	Six years of similar experience.

Equipment

Required	Preferred
Personal computer and other standard equipment. Microsoft Word, Excel, PowerPoint & Outlook	N/A

Working Conditions

Usual	Special
Work is perfomed in animal facility and office environment. Potential exposure to ABSL-2 and ABSL-3 and animal allergens.	Position requires occasional travel to represent the University at professional meetings and conferences.

Supervision

Received	Given
General supervision and evaluation from	N/A

supervisor.	

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.