



Animal Research Lab Specialist/Supervisor Job Description

JOB INFORMATION

Job Code:	185024
Job Title:	Animal Research Lab Specialist/Supervisor
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Research - Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	6 Supervisor

JOB SUMMARY

Plans and conducts highly technical and complex research projects, procedures and analyses utilizing animals. Develops animal models that are consistent with clinical problems. Conducts and researches medical and/or scientific literature to determine the best means of conduct. Analyzes and evaluates data requiring significant knowledge of a specialized area of research. Supervises laboratory staff and student workers. Performs animal surgery, postoperative care and monitoring. Establishes written standard operating procedures and protocols for the developed models. Publishes in peer review scientific literature, as applicable.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related education and experience in research specialization with advanced knowledge of equipment, procedures and analysis methods.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans and conducts highly technical and complex research projects, procedures and analyses utilizing animals. Collaborates with principal investigator and other researchers to plan, design and conduct highly technical and complex research projects, as needed. Develops animal models that are consistent with clinical problems. Identifies appropriate species, time needed to perform the studies, the resources needed, and the personnel required to complete the study. Serves as team leader for study and educates medical students, interns and residents unfamiliar with preclinical studies including staff throughout experiment.				
Conducts and researches medical and/or scientific literature to determine the best means of conduct. Identifies appropriate search terms, relevant literature and obtains articles for review. Reviews clinical literature, data sources and background information to enhance planning and design of experiments. Determines what needs to be a part of the relevant pre-clinical model. Reviews clinical literature to ascertain the consequences and problems associated with post-surgical recovery, etc.				
Analyzes, and evaluates research data requiring significant knowledge of a specialized area of research. Maintains accurate records. Determines clinical significance of a finding with the interaction of principal investigator. Prepares technical reports and papers.				
Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed.				
Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Coordinates work and schedules of direct reports in the laboratory and other personnel from other areas to maximize the utility of available resources.				
Establishes written standard operating procedures and protocols for the developed models. Has responsibility for the review of protocols prior to implementation to ensure compliance with the standard operating procedures and documentation used reflects that compliance. Documents steps within an experiment.				
Performs animal surgery and handling. Has responsibility for the surgical team and maintaining facilities at the vivaria. Determines the appropriate instruments and surgical approach. May develop surgical techniques for disciplines such as plastic, general, gynecologic, cardiovascular, neural, etc. procedures. Consults with vivaria and veterinary personnel on type of analgesics to utilize, how long to give analgesics, etc. Ensures animals receive appropriate post-operative care.				
Performs postoperative care and monitoring. Observes animal(s) daily after surgery to determine health status on the basis of general attitude and appearance, food consumption, abnormal discharges, etc. Observes animal(s) daily after surgery for the apparent presence of pain and/or discomfort. Makes determinations as to the administering of analgesia to animals (e.g., prolonging analgesia, treatment of abnormal behavior or clinical signs).				
Performs animal necropsy for purpose of study, data collection, scoring, tissue harvest, etc.				
Performs histological preparation and tissue dissection.				
Establishes scoring systems to measure relevant parameters to reflect observations and capture relevant markers of therapeutic efficacy, as needed.				
Acquires specialized equipment and/or supplies to conduct studies. Researches items, materials and/or equipment that would work best for a given study. Collaborates with veterinarians, reviews catalogues, and visits veterinary supply houses to procure appropriate instrumentation for the surgery. Locates and purchases items, materials and/or equipment to ensure availability for study.				
Interacts with vivaria personnel to ensure animal care and compliance with regulations. Discusses procedures to be utilized, possible complications within the procedures and remedies to the complications with vivaria staff. Ensures remedies are in compliance with university, state and federal requirements for animal handling. Has responsibility for determinations regarding how to approach each complication and situation that arises as experiments are conducted.				
Publishes in peer review scientific literature, as applicable.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.