



# Laboratory Animal Care Trainer Manager

## Job Description

### JOB INFORMATION

<i>Job Code:</i>	185725
<i>Job Title:</i>	Laboratory Animal Care Trainer Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Animal Resource
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Supervises laboratory animal care trainers, oversees the Department of Animal Resources (DAR) Internship Program, and provides training for new senior technicians and supervisors. Trains staff in proper animal husbandry, facilities sanitation and operations, and equipment needed to carry out these requirements. Provides retraining for technicians/interns who fail to meet facility expectations and requirements. Maintains accurate training records, modules, and relevant documentation.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	in related field(s)
	X	Bachelor's degree	in related field(s)

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	experience in veterinary hospital kennel or animal research laboratory.
	X	10 years	experience in veterinary hospital kennel or animal research laboratory.

#### 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		Degree in a science-related field, or equivalent coursework or experience.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Demonstrated ability to deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Laboratory Animal Technician (LAT) certification.
	X		Laboratory Animal Technologist (LATG) certification from AALAS.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts training sessions for DAR animal lab technicians, familiarizing them with animal housing facilities, as well as departmental policies and procedures. Provides training for senior technicians and supervisors new to the position; reviews all additional skills and responsibilities, including leadership tasks, inventory management, conflict resolution, as well as facility management and planning. Coordinates and conducts, as appropriate, ongoing training sessions for staff on essential topics, skills, and processes (e.g., care and use of lab animals, occupational health and safety, animal health surveillance programs). Arranges training sessions and presentations by conducted by internal and external researchers and investigators. Teaches new employees animal husbandry procedures. Assists in the administration of American Association for Laboratory Animal Science (AALAS) certification classes. Performs other related duties as assigned or requested.				
Supervises laboratory animal care trainers and oversees the DAR Internship Program. Provides training, support, and guidance to interns; delegates tasks, establishes schedules and performs regular check-ins. Assists in orientation of newly hired staff. Coordinates facility rotation schedules for trainees. Communicates with DAR training coordinator to ensure staff have completed all assigned training materials prior to performing animal work. Assesses competency of technicians and interns through continued observation of adherence to the standard operating procedures (SOPs) specific to individual training tasks. Provides feedback to manager on staff/intern performance. Collaborates with respective supervisors to evaluate ability of technicians/interns to improve work performance and reliability. Provides retraining for technicians/interns who fail to meet facility expectations and requirements.				
Collaborates with relevant staff and stakeholders to streamline DAR-related training efforts. Reviews various types of training modules (e.g., AALAS Learning Library, Trojan Learn) to ensure they are functional, accurate, and up to date. Develops and maintains accurate training records, modules, employee sign-off records, and other necessary documentation. Maintains records of animals, facility environmental conditions, and equipment maintenance and use via departmental software and shared drives. Ensures records are available to regulatory authorities. Maintains relevant documentation related to quality assurance activities (e.g., water quality and autoclave testing).				
Supports manager by assisting with animal care and husbandry tasks as needed. Performs routine cleaning of animal cages and associated animal care equipment. Maintains cleanliness and organization of cages, equipment, and facilities. Assists facility manager with outbreak management by moving equipment, cleaning rooms, and setting up biosecurity measures. Provides training and guidance to other staff members as required.				
Responsible for trialing and evaluating any upcoming or new processes that can be implemented in the department. Conducts assessments and provides feedback during trial periods and presents findings to the team for adjustments or				

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
suggestions. Reviews SOPs and make recommendations for new SOPs or updates to existing ones. Acts as a quality assurance representative; assesses internal SOPs and assists managers with monitoring various processes (e.g., ensuring effective sanitation throughout several facilities). Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**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.