IACUC Analyst I
Tufts University

Job Title	IACUC Analyst I
Department	Office of the Vice Provost of Research
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Aug. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
	Legal Services
	Grant Writer/Technical Writer
	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/20880?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Office of the Vice Provost of Research (OVPR) at Tufts University provides the key services necessary to deliver exceptional results in research. The OVPR strives to provide high quality services to faculty and staff and to increase the funding available to support research and scholarship, all the while protecting the University's interests and ensuring that Tufts is compliant with all relevant laws and regulations.

The Institutional Animal Care & Use Committee (IACUC) exists to ensure the University's animal care and use program is in compliance with institutional policies and federal, state, and local regulations, and the ethical principles regarding the use animals in research, teaching, and training projects.

What You'll Do

This is a hybrid position. *The expectation is that the day-to-day work can primarily be conducted remotely (>75%). On-site work is required for semiannual inspections, on all campuses with animal research (Medford, Boston, and Grafton), occurring throughout the year (can range from 1 to 5 times per month). On-site work also includes participation in AAALAC accreditation site visits (3 separate units), annual USDA inspections, post-approval monitoring activities, teaching/training sessions, etc.*

The IACUC Analyst I reports to the Assistant Director of the IACUC Program. They support the overall administration of the IACUC review and approval process. They provide guidance for investigators and other stakeholders, perform grant congruency reviews, conduct inspections of animal use areas, and training of investigative and administrative staff.

Responsibilities include:

- Provides technical and administrative review of laboratory animal research proposals, including pre-review, investigator response review and communicate all stages of review between investigators and IACUC reviewers through to approval
- Furnishes support and guidance to investigators from initial proposal review and submission through study completion. This includes guiding investigators on the best research plan, ensuring it is justified and within compliance with institutional policies and federal, state, and local regulations
- Perform congruency reviews between animal protocols and funding proposals to verify consistency and compliance with funding proposals and institutional policies

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- Under the direction of senior IACUC Analysts and the Assistant Director of the IACUC, assist with developing and implementing new IACUC policies and standard operating procedures to comply with regulations and to ensure the humane sound care and use of animals
- Under the direction of senior IACUC Analysts and the Assistant Director of the IACUC, help manage training and educational programs regarding proper animal care and use topics and also train researchers when needed on protocol and amendment writing
- Maintains knowledge of current and ever-changing regulations regarding laboratory animal science and engage in professional development activities, including the attendance of a conference annually
- Attend semi-annual facility inspections where/when needed
- Attends all monthly IACUC meetings and assists with preparation of meeting materials and post meeting write ups when needed

What We're Looking For

Basic Requirements:

- Knowledge and skills a typically acquired through completion of a Bachelor's degree *OR* experience in IACUC regulatory, animal care/veterinary tech or biomedical research fields
- Basic knowledge of issues pertaining to the use and care of animals in research, testing, and instruction
- Ability to follow the guidelines, policies, and procedures of the institutions and to facilitate compliance of others with these regulatory requirements
- Excellent written, verbal, and interpersonal skills, including teamwork, leadership, motivational, and negotiating skills, professional demeanor, customer service orientation, and ability to overcome adversarial interactions in a diplomatic manner
- Keen attention to detail and excellent organizational skills with demonstrated ability to multi-task efficiently, meet deadlines, and respond to requests in a timely manner

Preferred Qualifications:

- Bachelor's degree in the biological sciences or other scientific discipline
- Knowledge of federal and state regulations pertaining to the use of animals used in research
- Prior experience in performing a variety of techniques with laboratory animal species and knowledge of biomedical terminology

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- Certified Professional IACUC Administrator (CPIA), AALAS Laboratory Animal Technologist (LATG) certification, or certification eligible

Pay Range

Minimum $53,400.00, Midpoint $66,750.00, Maximum $80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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