AUBURN
Human Resources

Coord, Animal Care Units

Job Description

JOB INFORMATION

Job Code	IC02
Job Description Title	Coord, Animal Care Units
Pay Grade	VT06
Range Minimum	$41,230
33rd %	$48,100
Range Midpoint	$51,530
67th %	$54,970
Range Maximum	$61,840
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine; 170 Senior VP Research Econ Development
Approved Date:	3/19/2025 3:29:52 PM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Care

JOB SUMMARY

Oversees the Cage Wash Station operations, ensuring optimal functionality of facility equipment and adequate stocking of essential supplies. Additionally, this role provides critical secondary support to the facility manager, veterinary care team, and business coordinator, facilitating smooth and efficient management of the animal care facility.

RESPONSIBILITIES

- Prepares and sterilizes all supplies for animal housing rooms (cages, water bottles). Ensures efficient processing and unloading of cage washers upon completion.
- Conducts comprehensive inventory management for all necessary materials within the facility, including animal housing supplies, food, bedding, and maintenance resources.
- Provides support to the veterinary staff in case of employee absence due to illness or leave. Acts as a secondary point of contact, assuming managerial responsibilities in the Manager's absence.
- Oversees the maintenance and proper functioning of all equipment within the facility, including washers, autoclaves, bedding stations, waste disposal stations, laminar flow hoods, and ventilated racks. Maintains accurate maintenance logs.
- Implements and executes quality control procedures, such as adenosine triphosphate (ATP) testing and Replicate Organism Detection and Counting (RODAC) plate testing, to ensure adherence to sanitation standards.
- Conducts post-approval monitoring of researchers and investigators working with animals to ensure compliance with protocols and ethical standards.
- Performs office administrative tasks as needed to provide support to the Business Coordinator.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	Animal, Biological, Veterinary Science or related scientific field	and	4 years of	experience working in an animal care setting (laboratory animal preferred).	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of animal husbandry, and animal care facility management	
Experience with computers for word processing, spreadsheets, databases, internet use, and email	
Experience supervising personnel	
Strong written and verbal communication skills	
Strong organizational skills	
Ability to identify problems, analyze courses of action, and propose solutions	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	ALAT, LAT Certification		Required	
	Licensed Veterinary Technician - NAVTA		Desired	
	LATG, CMAR Certification		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting		X				
Lifting			X			25 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This position may be required to work non-standard office hours during the week, weekends, and holidays.