

**Animal Care Facilities Manager
Stevens Institute of Technology**

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Posted Aug. 28, 2023, set to expire Jul. 12, 2024

Job Title Animal Care Facilities Manager

Department Animal Care Facility

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Aug. 28, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Animal Science
Agricultural - General

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Animal-Care-Facilities-Manager_RQ27255

Apply By Email

Job Description

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Animal Care Facilities (ACF) Manager

Job Description

Working under the supervision of the Director of Research Integrity and Compliance (with a dotted line to the Assistant Dean of Operations and Administration in the Schaefer School of Engineering and Science), the **Animal Care Facilities (ACF) Manager** is responsible for managing and monitoring the daily activities of the ACF and staff, maintaining animal welfare and animal rooms, caging, equipment,

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feed, bedding, and other supplies in accordance with standard and acceptable husbandry practices. The Manager is also responsible for ensuring that all activities adhere to Standard Operating Procedures (SOPs), and comply with the requirements and regulations of Federal, State, and local government agencies.

Essential Duties and Responsibilities

- Manage daily activities of the Animal Care Facility (ACF), staff and assigned work, prioritizing to maximize productivity while always ensuring compliance with facility SOPs, federal, state, and local laws and regulations.
 - Investigate and report any animal welfare issues through the appropriate channels.
 - Monitor ACF environmental conditions for potential problems and take appropriate corrective actions.
 - Inspect ACF on a routine basis for cleanliness, sanitation, repairs, safety and adherence to facility SOPs and guidelines.
 - Ensure that all equipment is adequately maintained and operational for staff, Principal Investigators and research staff.
 - Ensure all preventive and routine maintenance procedures are performed as scheduled and recorded in appropriate logbooks and submit work order and other requests, as required.
- Manage and maintain all materials needed for animal care technicians and Principal Investigators.
 - Manage supply inventory of feed, bedding, PPE and other related items.
 - Order supplies, feed, bedding, disposable items and chemical orders through the appropriate channels.
- Serve as primary interface and support for Principal Investigators as it regards their studies and keep in close communication to ensure optimum service.
- Oversee, collect, and maintain accurate animal census.
- Write, review, and update applicable department SOPs and guidelines.
- Provide facility tours and guidance to new scientific staff, visitors, IACUC personnel and others when appropriate.
- Train research caretakers in routine and specialized animal husbandry tasks.
- Manage the selection, hiring, counseling, and discipline of Animal Caretakers.
- Respond to all after hour emergency calls. Willingness to work off hours and weekends, as necessary.
- Assume the duties of Caretakers in their absence.
- Perform other duties as may be required.

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Qualifications

- *Required Education:* Bachelor's degree
- *Required Experience:* 5-6 years of related experience in laboratory animal care program is required. (Equivalent combination of education and experience will be considered).
- *Required Knowledge, Skills and Abilities:*
 - Certification at the AALAS Laboratory Animal Technologist (LATG) level is required
 - Certified Manager of Animal Resources (CMAR) is preferred
 - Thorough working knowledge of applicable SOPs, federal, state and local regulations, as well as safety standards as they apply to laboratory animal care
 - Thorough knowledge of Microsoft computer applications (Outlook, Word, Excel, PowerPoint, Teams, OneDrive and SharePoint)
 - Willingness to work off hours and weekends, as necessary
 - Good managerial and organizational skills; effective time management
 - Excellent verbal and written communication skills
 - Able to interact effectively with coworkers and key stakeholders to develop excellent communication and rapport
 - Ability to work under pressure and meet deadlines.
 - Act independently to solve local area issues as they arise; and assumes responsibility to ensure issues/concerns are addressed to resolution
 - Seek to apply technology and innovation to improve efficiency and solve problems
 - Required to wear all appropriate personal protection equipment

Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students, faculty and staff of all races and genders. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from qualified women and minority candidates, as well as veterans and individuals with disabilities. Stevens offers an intellectually vibrant, diverse, highly interdisciplinary, collaborative, innovative and entrepreneurial community, and is a great place to work.

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status. Stevens is a federal contractor under

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the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Department

Research Compliance

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

EEO Statement:

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Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security

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report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <https://www.stevens.edu/police>

Contact Information

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

Contact

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