

Assistant Director of IACUC Program
Tufts University

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Posted Mar. 2, 2023, set to expire Dec. 31, 2023

Job Title	Assistant Director of IACUC Program
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 2, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research Legal
Job Website	https://jobs.tufts.edu/jobs/18658?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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.

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What You'll Do

This is a hybrid position. *The expectation is that the day-to-day work can primarily be conducted remotely ($\geq 75\%$). 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 1-4 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.*

Under minimal supervision and with extensive latitude for the use of initiative and independent judgment, the Assistant Director of IACUC Program oversees the conduct of the IACUC Committee and directs the activities of the IACUC Office staff.

Responsibilities include:

- Directs the daily operations of the IACUC office, including but not limited to:
 - Oversight of the regulatory review processes, working with other Tufts offices/units with overlapping responsibilities
 - Identifies efficiencies to increase faculty satisfaction with the regulatory processes
 - Sets the priorities, establishes practice and policy
- Provides leadership and development of the staff, such as hiring, training, mentoring and career development, establishing operational objectives and assignments, delegating assignments, overseeing coordination of work, and providing administrative supervision
- Furnishes advice and guidance to the institutional official, IACUC Chair, members of the IACUC, and other administrative offices responsible for aspects of the animal welfare program to ensure compliance with applicable federal, state, and local regulations, laws, policies, and procedures, and adherence to AAALAC standards
- Ensures compliance with the following regulations and accreditation standards: Animal Welfare Act; Public Health Service Policy; U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training; Guide for the Care and Use of Laboratory Animals; AAALAC, International, Massachusetts Research Animal Regulations, and other applicable other local regulations
- Confirms the Institutions have the proper policies and processes to maintain compliance and good standing with regulatory agencies. This responsibility directly affects continued research funding and activities
- Facilitates the IACUC approval process via expert support of faculty, students, and staff conducting research, oversight of IACUC committee management, and management of protocol review operations
- Reviews and negotiates terms of interinstitutional reliance agreements and memoranda of understanding for oversight of collaborative and multi-institution research
- Holds authorization power to approve and sign agreements on behalf of Tufts University
- Oversees post-approval protocol monitoring, including the conduct of for-cause and not-for-cause audits, and reports non-compliance and other reportable events as required by applicable federal agencies

What We're Looking For

Basic Requirements:

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- Knowledge and skills typically acquired through completion of a Bachelor's degree in a science or medical field and 6+ years related experience which includes at least five years of experience in the oversight of research activities involving animals, OR a Master's degree and an equivalent combination of experience and training
- Proficiency with Microsoft Office suite
- Ability to learn electronic protocol management systems
- Substantial animal welfare oversight experience, and expertise in the IACUC review and approval process
- Familiarity with the Animal Welfare Act; Public Health Service Policy; U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training; Guide for the Care and Use of Laboratory Animals; AAALAC standards for accreditation
- Previous supervisory experience

Preferred Qualifications:

- Doctorate degree (PhD, DVM, etc.)
- CPIA (Certified Professional in IACUC Administration)
- Experience with oversight of wildlife research
- Experience with oversight of clinical animal research
- Familiarity with Topaz animal census system
- Familiarity with electronic IACUC protocol management systems

Special Work Schedule Requirements:

- This role will be granted the opportunity to work from home regularly but must be able to commute to Tufts University location as needed

Salary Range

Minimum \$91,100.00, Midpoint \$113,900.00, Maximum \$136,700.00 Salary is based on skills, related experience, and qualifications; generally, however, 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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