

WSU CLASSIFIED JOB SPECIFICATION

I. Position Information

Classification Title: **Lab Animal Technologist 2**

FLSA Status: **Non-Exempt**

Classification Number: **71215**

Level: **CS 18**

II. Job Purpose

Under general direction and in accordance with established standard operating procedures, this position provides advanced care, technical support, and coordination for research animal operations at Wright State University. This position plays a critical role in the implementation and ongoing optimization of the Cayuse research administration platform. Serving as a key liaison between investigators, Laboratory Animal Resources (LAR) staff, and administrative stakeholders.

III. Essential Functions (Essential functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee's time or required specialized expertise. Other duties not listed as essential functions may also be assigned).

Surgical and Clinical Care Coordinator (20%)

- Coordinates with veterinary and research staff on animal health assessments and treatment.
- Oversees the facility animal health monitoring program in consultation with the veterinarian.
- Oversees the facility surgical center to include multiple surgery suites, patient preparation and recovery areas. Maintain anesthesia equipment in working condition, ensure necessary supplies are on hand. Ensure proper sanitization of these areas.
- Induces and monitors anesthesia; provides pre-, intra-, and post-operative support for various species of research animals.
- Prepares surgical instruments and maintains sterile technique.
- Performs minor procedures under anesthesia (e.g., wound care, tattooing, tissue collection).
- Orders supplies and maintains inventories for LAR operations. May collect clinical diagnostic samples or perform necropsy examinations under the indirect supervision of the veterinarian.
- Documents all surgical and clinical activities in accordance with regulatory standards.

Animal Care and Husbandry (20%)

- Provides daily husbandry care and welfare checks for laboratory animals in accordance with SOPs.
- Administers medications and treatments as prescribed by veterinary staff.
- Observes animals for signs of illness or distress and initiates care per SOPs.

- Cleans and maintains animal housing, equipment, and facilities following biosecurity protocols.
- Enters inventory and usage data into electronic systems to support compliance and reporting.

Breeding Colony Management and Genotyping Support (10%)

- Coordinates with research staff and investigators to ensure transgenic animal research models are available for funded research.
- Manages rodent breeding colonies, including identification, mating, weaning, and age/sex separation.
- Collects and labels tissue samples for genotyping and ensures proper sample handling.
- Maintains detailed breeding and lineage records in compliance with institutional guidelines.

LAR Cayuse System Support and Training Coordinator (35%)

- Coordinate the development and optimization of the Cayuse research administration platform, focusing on modules related to animal inventory, procurement, billing, and protocol workflows.
- Serves as the primary liaison between investigators, LAR staff, and the Cayuse system, translating operational and research needs into system functionality. This includes collaborating with institutional stakeholders to tailor the system's features to meet the specific needs of Laboratory Animal Resources (LAR) and research investigators. Translate operational needs into system functionality and ensure timely, effective resolution of any user issues.
- Trains faculty, research staff, and LAR personnel on how to use Cayuse effectively through one-on-one sessions, group workshops, and user-friendly documentation.
- Prepare monthly billing, manage inventory, and approve animal procurement requests through Cayuse.
- Leverages an instructional design background to create tailored training resources, streamline onboarding, and ensure ongoing user support.
- Supports data integrity, reporting, and compliance tracking within Cayuse to meet institutional and regulatory requirements.
- Provide research staff, investigators, and students with resources necessary to meet or exceed all training required to maintain compliance with regulatory agencies and IACUC standards.

LAR Student Supervision and Staffing Support (15%)

- Supervises 2–4 student employees, ensuring completion of onboarding and training requirements.
- Develops weekly work schedules and provides ongoing guidance on job training and responsibilities.
- Coordinates with the LAR Director to support hiring and staffing decisions to maintain effective coverage.

IV. Minimum Qualifications Required:

Bachelor's degree and 2 years of full-time direct experience or Associate's degree and 4 years of full-time direct work experience OR a high school diploma (or GED) and 6 years

of full-time direct work experience; excellent verbal/ communication skills; considerable knowledge of applicable rules and regulations involving the husbandry of laboratory animals required. At least 6-months experience utilizing research software i.e., Cayuse or similar research compliance software. Knowledgeable regarding research compliance. Must be fully aware of the environmental requirements of typical laboratory animal species (temperature, relative humidity, illumination requirements, air flow, etc.) and capable of monitoring the environmental conditions to ensure the provision of appropriate environmental conditions

V. Working Conditions:

There are conditions, equipment and materials present which require proper handling to ensure safety. Requires moderate physical effort to include frequent lifting of up to 40 pounds. Frequent walking, bending, and standing. May be required to work on weekends and holidays.

Testing/Examinations Required:

None

VI. Certifications or Licensures Required:

Laboratory Animal Technician certification from the American Association for Laboratory Animal Science.

VII. Series:

Effective Date May 2025
