

Facility Manager

Under supervision, the incumbent in this position will have the responsibility of maintaining the LSUHSC Division of Animal Care facility located in New Orleans. Responsibilities will include coordinating the daily activities of laboratory animal technicians. The Animal Care facility houses laboratory animals used in research projects by LSUHSC faculty and must operate in compliance with all federal, state and university mandates for animal welfare and husbandry.

The duties for this position include:

- Providing day-to-day motivation and management of laboratory animal care personnel
- Assisting with personnel actions such as hiring, promotion, scheduling, and discipline of animal care technicians
- Providing support for the veterinarians and research personnel
- The Facility Manager also makes daily visits in all animal related rooms.
- Maintaining required facility records
- Coordinating husbandry care and training
- Coordinating receiving of animals from commercial vendors
- Coordinating intrafacility transportation of animals
- Coordinating repairs of equipment used in facility by obtaining quotes & scheduling repairs
- Maintaining service reports
- Inputting work order requests for animal related areas in each building. Meet with each facility personnel prior to completing work order(s). Process supply requisition order supplies for facility
- Ensuring accurate weekly inventory of all animals in each building
- Approving space requests for arrival of new animals and maintain inventory of equipment, both usable and unusable

Qualifications

- Bachelor's Degree in Science or related field
- Two years of management experience working with laboratory animals
- Excellent oral, writing, organizational and computer skills
- Fluent use of computers (PC) for word processing, spreadsheets, databases, internet use and email; Microsoft Office: Word, Excel, Access, Outlook, and PowerPoint
- Ability to interact with faculty, staff, and outside representatives in a professional and courteous manner

Preferred Qualifications

- Master Degree in Science or related field
- Three years of supervisory experience managing a laboratory animal facility
- CMAR or ILAMS certification

About the School

Come work with us in the "The Big Easy", the birthplace of jazz, home to the best food, and most exciting Mardi Gras celebration on earth! The LSU Health Sciences Center (LSUHSC) Division of Animal Care in New Orleans are a fun and dynamic team, which supports the lifesaving animal research at LSUHSC.

Applicant Instructions

Please visit website <https://www.lsuhscc.edu/Administration/hrm/CareerOpportunities>

Interested applicants should submit a cover letter, resume and three references in a single PDF document.