



Job Description – Animal Facility Operations Supervisor

Department: Research Institutes

Reports to: Director of Research Institutes

Position Summary

The Animal Facility Operations Supervisor (Supervisor) is responsible for the daily operation for NYU Shanghai's animal research labs at ECNU. Under the direction of the **Director of Research Institutes** or her designee, s/he will maintain animal labs and associated facilities, and coordinate with consultants, faculty, research staff, the facility veterinarian, and others to implement, program policies and facility SOPS. It is preferred, but not required, if the position holder is able to handle daily care of animals and oversee surgeries and relate key observations to staff vet and consultants for animal programs.

Responsibilities

- Maintain the laboratory animal facilities including facility space, facility utilities, animal husbandry, environmental enrichment, technical support, and daily operations;
- Coordinate with the veterinarian to assist and or support researchers in scheduling and in the conduct of animal related procedures as appropriate;
- Orders and accounts for facility supplies, maintains a safe, clean, orderly lab in compliance with accreditation standards, support the IACUC semiannual inspections;
- Coordinate the development of policies and procedures for the animal care and use program in accordance with policies of the university and external regulatory and accrediting agencies;
- Keep researchers updated in animal research regarding internal and external policies and regulations;
- Prepare reports and records concerning lab activities, progress and status as requested;
- Other tasks as assigned.

Qualification

- **Required Education**

Relevant bachelor degree required, advanced training certification in lab animal science and or management and or degree preferred.

- **Required Experience**

3- 5 years Prior experience in managing laboratory animal facility; experience with direct animal care and handling preferred.

- **Required Knowledge, Skills, and Abilities**

- Proficiency in written and spoken English and Chinese.
- Excellent communication and problem-solving skills.

- Knowledge of laws and regulations for the care and use of laboratory animals (both in China & US) strongly preferred.
- Ability to work cooperatively and productively in a multicultural team environment.

Interested candidates should forward a CV with a cover letter to shanghai.hr.recruit@nyu.edu.

For more information please visit our website: shanghai.nyu.edu