

**ADMINISTRATIVE CLERK FSN-6/FP-8
VACANCY ANNOUNCEMENT 16/05/25**

MAJOR DUTIES AND RESPONSIBILITIES

25% of Time

Review of animal use protocols: Notifies investigators of initial, triennial, or annual protocol review requirements, receives all submitted protocol and amendment review forms, performs administrative review of submitted documents, distributes annual review forms to committee members for review, compiles reviewer comments for submission to investigators, tracks the review process to completion, drafts protocol approval notifications, and maintains all related records.

20% of Time

Monthly IACUC meetings: prepares agenda, distributes animal use protocols to committee for review, records attendance, prepares minutes of deliberations and actions in meetings, and maintains all related records.

15% of Time

Coordinates training: Tracks training requirements of IACUC and research staff, arranges and coordinates training opportunities, maintains records of training as required by regulations, standards, and policies. Coordinates institutionally-sponsored workshops in the field on animal research

10% of Time

Semi-annual Facility Inspection and Program Review (FIPR): Notifies committee members of scheduled FIPRs and coordinates their participation, prepares inspection forms, compiles FIPR findings and prepares final reports for submission to appropriate entities, tracks completion of corrective actions related to FIPR findings, and maintains all related records. Arranges travel for IACUC members when needed to conduct inspection of satellite facilities or field study sites.

10% of Time

Preparing animal use reports: compiles data, prepares reports, obtains all appropriate signatures, and submits reports to the United States Department of Agriculture, the Department of Defense, the Navy Bureau of Medicine and Surgery, the Association for the Assessment and Accreditation of Laboratory Care, and the Office for Laboratory Animal Welfare, and maintains all related records.

10% of Time

Consultation: Provides expert consultation and advises investigators on animal use regulations, protocol review process, and administrative aspects of animal care and use. Contributes to the drafting and development of policies and standard operating procedures for IACUC activities.

5% of Time

Adverse event reports: receives documentation of any adverse events involving research animals and forwards documents to committee for review, drafts memoranda to investigators reporting IACUC determinations in relation to adverse events, and forwards reports to appropriate entities.

5% of Time

Other duties as assigned