

## Lab Animal Training Coordinator

**Job Code:** 8312

**Salary Grade:** S07

**FLSA Status:** Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Responsible for developing, implementing, and managing comprehensive training programs for departmental staff. This role ensures smooth onboarding for new hires, ongoing skill development for existing staff, and compliance with University, regulatory, and safety standards. Provides hands-on and classroom-style instruction, evaluates employee proficiency, maintains training records, and coordinates certifications, health screenings, and safety compliance initiatives.

- Coordinate and deliver training for new hires, ensuring a smooth transition into the department.
- Provide initial and ongoing training on University requirements, departmental SOPs, policies, equipment use, and daily tasks.
- Conduct hands-on husbandry training and regular refresher sessions for all staff.
- Evaluate new employees' proficiency to ensure readiness for independent work.
- Develop, update, and maintain the departmental training program, including specialty equipment training to ensure compliance with safety standards.
- Assist in creating, modifying, and training on departmental SOPs and policies, ensuring alignment with IACUC, EHSO, and other compliance programs.
- Organize and manage training logistics, including scheduling, venue booking, and online learning platforms.
- Communicate departmental updates and respond to staff questions regarding SOPs, policies, and practices.
- Coordinate departmental annual health screenings, TB testing, respirator fit testing, and vaccinations for staff.
- Maintain and secure employee training records, ensuring data integrity and accessibility for audits, performance reviews, and compliance evaluations.
- Monitor and evaluate the effectiveness of training programs using feedback, assessments, and performance metrics.
- Ensure all training initiatives meet regulatory requirements and align with departmental and University goals.
- Assist in the preparation and content development for AALAS certification courses.
- Update departmental website and newsletters with training information and opportunities.
- Complete performance reports and other requested reporting tasks.
- Perform other job-related duties as required to support departmental functions.

### Minimum Qualifications

**Education:**

- Bachelor's degree in Biology, Science, Laboratory Animal Technology, or a related discipline

**Equivalency/Substitution:** Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

**Experience:**

- 3 years experience in laboratory animal care, training, or a related environment

**Certifications or Licenses:**

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Thorough understanding of laboratory animal husbandry, care, and welfare standards.
- Knowledge of University policies, departmental SOPs, and applicable regulatory requirements (IACUC, USDA, OLAW, EHSO).
- Familiarity with training program development, adult learning principles, and instructional design methods.
- Strong organizational and project management skills with the ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills for effective training delivery and documentation.
- Ability to train and mentor staff with varying skill levels in a supportive and professional manner.
- Ability to work independently and collaboratively within a team environment.
- Ability to interpret and apply regulations, policies, and procedures accurately.



## JOB DESCRIPTION

# The UNIVERSITY of OKLAHOMA

- Proficient with computers, Microsoft Office suite, and ability to develop training media
- Excellent time management skills

### Working Conditions

**Physical:** Requires prolonged periods of standing, walking, and bending. Regularly lifts and moves cages, equipment, and supplies weighing up to 50 pounds, with occasional lifting of items up to 30 pounds. Communicate effectively. Ability to engage in repetitive motions.

**Environmental:** Works in an animal facility. Handling all types of animals which may bite and scratch. Regular exposure to animals, animal dander, and waste materials. May involve working in warm, humid, or odorous conditions due to animal housing and sanitation practices. Requires use of personal protective equipment (PPE) such as gloves, masks, gowns, and eye protection. Exposure to cleaning agents, disinfectants, and noise

**Printed Date:** 07/04/2026