POSITION: Animal Research Activities Coordinator (Research Associate II). This Administrative Professional position is located at the Colorado State University Agricultural Experiment Station - Agricultural Research, Development, and Education Center (ARDEC), Fort Collins, Colorado.

APPOINTMENT AND SALARY: Full-time, 12-month, Administrative Professional position. Salary is commensurate with qualifications and experience plus benefits. Read more about our benefits here: http://www.hrs.colostate.edu/benefits/index.html. This position reports directly to the Livestock Unit Manager at ARDEC.

RESPONSIBILITIES: The primary responsibility of the position is to ensure integrity of experiments and scientific data involving animal research at ARDEC, including overseeing activities of the Feed Intake Unit (FIU). The duties related to the FIU responsibility include, but are not limited to:

- Manage a high level of quality assurance and control. Provide critical analysis of research experiment inputs such as feed quality, composition, frequency and amounts.
- Ensure ability to successfully meet clientele needs as well as research objectives and compliance measures by federal granting agencies such as FDA and NSF. Provide policy interpretation and implement Good Laboratory Procedures (GLP). Recognize non-compliant issues and address as needed. Design and maintain Standard Operating Procedures (SOP) manuals; modify as needed in order to meet changing compliance policy and procedures.
- Manage and troubleshoot problems with daily data generated by Grow Safe software, collection of weights on a weekly basis, and management of cattle inventories and future tests.
- Prepare accurate weekly feed efficiency reports to be submitted to clients.
- Provide as-needed maintenance to Grow Safe hardware and software, and FIU pens.

This position will serve as the primary customer service liaison with constituents using FIU services, such as: CSU faculty, staff, researchers, students, and livestock industry clients.

- Liaison responsibilities include frequent communication with constituents regarding pen space for upcoming projects, feed commodities, labor required, and project scope and requirements.
- Routinely interact with internal and external clientele to further the objectives of ARDEC. Grow, maintain and further enhance the business objectives and research reputation of the Livestock Operations Unit/FIU.

In addition, oversight of animal research activities at ARDEC will also be required. Responsibilities include:

- Oversee quality control aspects and investigate discrepancies on research data.
- Coordinate with ARDEC staff, CSU faculty and researchers to communicate and solve any issues regarding data validity.
- Demonstrate understanding of quality experiment parameters and validate logistics planning of project implementation. Consult with researchers and help design quality research projects for accurate data collection according to specific research project needs.
- Validate that project procedures conducted by ARDEC staff are meeting study design specifications.

This position will assist in the daily management of ARDEC livestock and facilities operations. Responsibilities include:
• Assisting with animal feeding, calving, moving cattle, processing cattle, health checks, and facility and equipment maintenance. The individual in this position must be willing to work in inclement weather and participate in activities outside of regular work hours as required for animal care. Other duties may be assigned.
• Reflecting college and institutional values, candidates are expected to have the ability to advance ARDEC’s commitment to diversity and inclusion.

MINIMUM REQUIRED QUALIFICATIONS:

• A bachelor’s degree in Animal Sciences, Agriculture, Veterinary/Biomedical Sciences, Business Management, Information Systems or other highly relevant field.
• Three years of relevant livestock management experience or experience within a research setting.
• Demonstrated proficiency with database, spreadsheet, and word processing programs.
• Demonstrated proficiency in data compilation, statistical analysis and interpretation to ensure data integrity.
• Experience with research projects as well as ability to understand research design and objectives.
• Demonstrated ability to read and interpret documents such as: research protocols, safety rules, operating and maintenance instructions, and procedure manuals.
• Ability to handle and treat livestock safely and effectively.
• Demonstrated willingness to be part of a team which provides leadership that promotes teamwork and efficiency within the ARDEC facility.
• Excellent communication skills and ability to interact professionally with faculty, students, and stakeholders and to serve as a representative of CSU to the food animal industry and the university.
• Ability to fulfill the physical demands of this position, which include some heavy lifting and moving (50 lbs.), and manual dexterity.
• Ability to work a Flexible Work Arrangement (FWA) schedule including evening and weekend hours as needed.

DESIRED QUALIFICATIONS:

• Advanced degree(s) in Animal Sciences, Agriculture, Veterinary/Biomedical Sciences, Business Management, Information Systems or other highly relevant field.
• Experience with feed efficiency testing and data validation.
• Experience in heavy equipment operation (examples: feed truck, loader, skid-steer).
• Experience in welding and general mechanic work.
• Current Commercial Driver’s License (CDL).

FACILITIES AND STAFF: ARDEC is a comprehensive research, education, and outreach facility utilized by approximately 50+ faculty in the Departments of Animal Sciences, Bioagricultural Sciences and Pest Management, Soil and Crop Sciences, Civil and Environmental Engineering, and Biology, and USDA/ARS scientists. Animal science enterprises and facilities include a Feed Intake Unit, seedstock cowherd, sheep unit, feedlot, grazing lands, forage production, conference center, metabolic research facility, and supporting infrastructure. The livestock activities are managed by the Livestock Unit Manager. Overall ARDEC operations and fiscal responsibilities are managed by the Operations Manager. Plant Science operations include 890 acres of mainly irrigated cropland used by programs in crops, soils, and pest management, and are coordinated by the Plant Science Manager.

TO APPLY: Please email to Megan.Griffith@colostate.edu the following materials: 1) Cover letter addressing the required and desired qualifications 2) Current resume/vitae 3) Copy of academic
transcript(s) and 4) Contact information for three professional references. References will not be contacted without prior notification to applicant. Full consideration: 11:59 PM MST, March 30, 2015. Questions? Please contact search chair: Shawn.Archibeque@colostate.edu

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Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.