**CMP Technical Services Specialist III Standard Job Description**

**Classification Title:** CMP Technical Services Specialist III

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 10

**Minimum Pay:** $24.53

**Job Description Summary:**

The CMP Technical Services Specialist III, under direction, is responsible for assisting with animal procurement procedures; performing animal health-related activities to include para-veterinary processes and clinical research support; providing technical services involving sample collection and data recording; creating and maintaining animal health records and ensuring facility and equipment cleanliness; instructing animal handling workshops and assisting with short courses; and supervising and training student workers and staff.

**Essential Duties and Tasks:**

**40%: Animal Health Care & Support**

* Performs procurement procedures with CMP staff and investigators for laboratory animal orders and transfers.
* Coordinates animal shipping and delivery with shipping couriers.
* Performs para-veterinary health care procedures and clinical research support for faculty veterinarians.
* Provides technical services involving core CMP procedures and diagnostic testing.
* Conducts animal breeding colony management and breeding record maintenance.
* Conducts the instruction of anesthesia preparatory to surgery, fluids administration, and replacement therapy.
* Maintains cleanliness and organization in designated areas.
* Performs regularly scheduled preventative maintenance checks on equipment.

**25%: Backup Supervision & Training**

* Supervises and trains CMP Technical Services Specialist I and II staff.
* Fills in for CMP Division Coordinator when needed.
* Conducts group animal handling workshops and one-on-one technical training sessions.
* Instructs during surgical short course and vet tech course sessions.
* Assures adequate number of animals for the training program.

**15%: Data & Records**

* Assists in clinical research trials and data collation.
* Updates and inputs data into logs or databases.
* Creates and maintains animal health records and training records.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Associates degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of progressively responsible experience in a biomedical research environment with a strong emphasis on animal health.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of animal care and safety processes.
* Ability to multitask and work cooperatively with others.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Additional Information**

**Machines or equipment used in the performance of essential duties:**

* None.

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**