



Institute of Food and Agricultural Sciences (IFAS)  
Department of Animal Sciences

L.E. "Red" Larson Dairy Science Building  
2250 Shealy Drive, Gainesville, FL 32608  
mail: PO Box 110910, Gainesville, FL 32611-0910  
<http://www.animal.ufl.edu>

## **Position: Manager of the Dairy Unit, University of Florida**

Classification: Research Coordinator II

Where to apply:

<http://explore.jobs.ufl.edu/cw/en-us/job/512536/research-coordinator-ii>  
<https://jobs.ufl.edu/>

Applications close: **November 4, 2019 or later until the position is filled**

More information:

Audy Spell  
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# Research Coordinator II

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Apply now **Job no:** 512536

**Work type:** Staff Full-Time

**Location:** Main Campus (Gainesville, FL)

**Categories:** Agriculture/Life Science/Vet Medicine, Research/Scientific/Grants

**Department:**60092000 - AG-DAIRY RESEARCH UNIT

**Classification** Research Coordinator II

**Title:**

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- Responsible for coordinating activities administered by the research program or service area and in the development and implementation of procedures for the program/service area.

Responsible for the administration of the Dairy Unit (DU) of the Department of Animal Sciences. This will involve managing approximately 21 employees and additional students conducting work at the DU. The DU currently has three farm supervisors assisting in daily operations. The incumbent is expected to critically evaluate current staff resources and develop a working schedule and list of duties that will best optimize daily operations. Because the staff rate is the largest fixed cost of the DU, exceptional management of the DU staff resources is a major responsibility of this position. The incumbent will also evaluate, improve and develop standard operating protocols (SOPs) together with faculty and attending veterinarians, monitor and maintain compliance, and identify areas where efficiency can be improved. The incumbent will coordinate all research, teaching, and extension activities at the DU through regular communication with faculty and Department administration.

- Coordinate facilities and maintenance projects with the Department's Operations Manager and IFAS Facilities, Planning, and Operations (FPO). This includes creating and maintaining a prioritized list of maintenance needs. Maintaining the property and buildings in a manner that presents pride to our stakeholders and community is a major priority of the Department. The incumbent will also help lead implementation of to be planned structural projects such as a new young stock facility and milking robots.

- Assists with research budgeting and financing. Responsible for managing the DU budget including receipts and expenditures using appropriate UF and department procedures and guidelines. Some specific responsibilities include, (1) marketing milk, cattle, and surplus resources, (2) purchasing of equipment and commodities, (3) managing activities of general crew teams (i.e. fencing crew and maintenance, landscape, and cleaning crew), and (4) billing of research (per diems), teaching and extension costs.

- Ensures the safety of research and laboratory. Incumbent is responsible for practices that optimize safety and well-being of staff, students, faculty, visitors, and animals while appropriately adhering to UF Environmental Health and Safety (EH&S) rules and regulations. SOPs for dairy cow care and use in research, teaching, and extension will be maintained while ensuring the DU is up-to-date with medical records, medicine inventory, animal facilities, and equipment used in dairy animal health. The incumbent is responsible for the coordination of the DU IACUC forms with the faculty and attending veterinarians. In addition, the incumbent will develop and maintain SOPs associated with security (physical and biosecurity) at the DU. Working with the Department's Operation Manager, the incumbent will be the principle contact for issues involving local, regional, and state regulatory officials (i.e. Water Management District, Sheriff's Office, etc.).

**Job Description:** - Complete any and all duties as assigned by supervisor.

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**Expected Salary:** Commensurate with education and experience

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Bachelor's degree in an appropriate area and two years of relevant experience; or an equivalent combination of education and experience.

**Minimum Requirements:** Valid Florida driver's license

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Bachelor's in Dairy Science or closely related field.

Extensive experience managing dairy production enterprise and/or experience in dairy science research.

Excellent customer service skills

Strong motivational leader

**Preferred Qualifications:** Ability to organize and manage multiple projects simultaneously

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May work in extreme weather conditions. May be required for evenings/weekends as needed.

**Special Instructions to Applicants:** In order to be considered, you must upload your cover letter and resume.  
Application must be submitted by 11:55 p.m. (ET) of the posting end date.

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**Health Assessment Required:** No

**Advertised:** 22 Oct 2019 Eastern Daylight Time

**Applications close:** 04 Nov 2019 Eastern Standard Time

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