
Auburn University Job Description

Job Title:	Mgr, RFID Lab	Job Family:	No Family
Job Code:	AA55	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Oversees and manages the daily operations of the Radio Frequency Identification Development (RFID) laboratory engaged in planning and performing analyses and tests required for research, development or quality control.

Essential Functions

1. Plans and oversees the daily operations of the lab to meet schedules, standard procedures, records keeping and reporting requirements. Manages the design and planning of experiments, tests, and laboratory sequences; manages lab testing systems, and retention and presentation of lab data. Ensures lab testing and reporting consistencies are maintained with the large research datasets.
2. Schedules and conducts specialized formal tours of the laboratory to foster relationships for potential funded research. Schedules events and activities, such as advisory board meetings and large conference events.
3. Oversees and coordinates day-to-day activities associated with financial responsibilities, ordering supplies, p-card reconciliations, vendor reimbursements, and journal vouchers.
4. Manages lab researchers to include schedule development, timekeeping activities, instructing and training students on the safe and proper use of the lab and associated equipment.
5. Assist in Sponsored Project coordination and grant management; support development officers with external partner activities, visits, and events for RFID lab and University fundraising purposes.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline
Experience (yrs.)	3	Experience should include at least 3 years in a university setting to include at least 1 year mentoring or supervising employees in a university research lab.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of research lab operations, techniques, and safety procedures.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/1/2019
