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## Auburn University Job Description

Job Title: **Supv, Laboratory**

Job Family: No Family

Job Code: **HB03**

Grade 33: \$39,300 - \$65,500

FLSA status: Non-exempt

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### Job Summary

Oversees and maintains the day-to-day operations of a teaching lab.

### Essential Functions

1. Procures lab supplies and maintains appropriate inventory levels.
2. Ensures lab supplies are securely stored to prevent inappropriate use and accidents.
3. Provides technical information for students and teaching assistants to assist with instructional lab programs.
4. Prepares lab request lists to ensure appropriate lab set-up and availability of materials.
5. Prepares and revises lab schedules for exams and labs.

### 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree related to specific academic/research area
<b>Experience (yrs.)</b>	2	Experience in the operations and maintenance of a 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 laboratory techniques, safety procedures, and teaching principles.

#### Certification or Licensure Requirements

None Required.

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### 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/4/2012

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