
Auburn University Job Description

Job Title:	Mgr, Field Research	Job Family:	No Family
Job Code:	HC57	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Coordinates and oversees field-based research activities including student supervision, scheduling and installation of experiments, collection and processing of specimens, and equipment management.

Essential Functions

1. Manages and oversees daily field-based research activities, including work scheduling, enforcement of standard procedures, and safety and record keeping/reporting requirements.
2. Assists in the design and planning of experiments through collaboration with researchers; provides technical knowledge and expertise.
3. Plans and coordinates the operation, repair, security, and maintenance of field equipment.
4. Instructs and trains students in the proper and safe use of equipment while performing field experiments.
5. Collects and identifies samples, and prepares them for subsequent laboratory analysis.
6. Procures and maintains inventory of supplies necessary for field research.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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>
Education	Four-year college degree	Degree in a science or related field
Experience (yrs.)	5	Experience in field research activities

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 field research materials and protocols

Certification or Licensure Requirements

May require position-specific licensure

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

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

Date: 2/17/2015
