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## Auburn University Job Description

Job Title:	<b>Dir,Clinical Lab Sciences</b>	Job Family:	No Family
Job Code:	<b>HC99</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

The Director, Clinical Laboratory Sciences is responsible for the direction and management of the Clinical Laboratory Sciences program in the Department of Chemistry and Biochemistry (DCB) within the College of Sciences and Mathematics (COSAM). This program includes two majors, Clinical Laboratory Sciences (LBSC) and Medical Laboratory Sciences (MLSC). This position will serve as an instructor for courses essential to the majors, oversee the assessment of the programs and supervise the Lambda Tau professional honor society.

### Essential Functions

1. Teaches lectures for multiple courses, including but not limited to preparation of instructional materials (PowerPoints, demonstrations, exercises, scheduling of guest speakers, etc.), presentation of course materials, preparation, maintenance, and updating of courses via Canvas course management system, grading, student feedback, student assistance through office hours, email, correspondence, and other contact.
  2. Advises MLSC and LBSC majors, including relating to the internship process. This includes writing letters of recommendation and creation of internship guides (i.e. application of requirements, application procedures, processes and deadlines.)
  3. Prepares and maintains affiliation agreements and maintains communication with internship sites. Attends and participates in required annual review meetings of internship affiliates. Serves as instructor of record for courses corresponding to internship credits. Obtains affiliate site transcripts, enabling final conferral of the Auburn University MLSC degree.
  4. Supervises the Coordinators of the clinical laboratory science teaching laboratories. Evaluates instructional activities and their effectiveness, laboratory/classroom management, student feedback, etc. This includes responsibilities for performance evaluations for staff.
  5. Evaluates and prepares annual assessment reports regarding learning objectives and learning outcomes as they result to the MLSC and LBSC programs. Evaluates and reports programmatic data to contribute to the DCB Academic Program Reviews every six years, including but not limited to student enrollment, student progress, graduation rates, program space, resources, equipment, and program budget and expenditures.
  6. Publicizes and raises awareness of the CLS program through campus and community outreach events targeting prospective students. Represents CLS program at outreach events including Destination STEM and TALONS. Corresponds with prospective students and their parents in regards to recruitment and admission. Meets with the COSAM Office of Development for CLS promotion purposes.
  7. Maintains CLS program social media accounts and the CLS presence on media platforms.
  8. Serves as the supervisor for the Lambda Tau honor society. Assists in the transition between officer terms, scheduling of society speaker seminars and other events. Promotes Lambda Tau organization, particularly the Auburn University Chapter.
  9. Serves as the program representative to DCB faculty. Attends faculty meetings and presents as necessary regarding CLS program initiatives, outcomes, and needs. Serves on the DCB Undergraduate Program Committee helping to guide departmental curriculum decisions and initiatives.
  10. May perform other duties as assigned
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### **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>
<b>Education</b>	Master's Degree	Master's Degree in Clinical Laboratory Science or Medical Laboratory Science
<b>Experience (yrs.)</b>	5	5 years' experience in clinical laboratory sciences and/or teaching in clinical/medical lab sciences at an undergraduate level.

#### 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 ASCP eligibility requirements as it relates to student training.

Thorough understanding of all aspects of laboratory safety, including but not limited to chemical safety, handling of blood borne pathogens, biosafety, etc.

Thorough knowledge of laboratory preparation and materials (i.e. blood smears, reagent preparation, disinfection procedures, etc.).

Thorough understanding and knowledge of Laboratory Equipment: Microscopes with slides, centrifuge, cholestech, fibrometer, spectrophotometer, Randox, Beckman Coulter counter, cell washer, water bath, vortex mixer, pipettes, micropipettes, vacutainer tubes, needles, and blood collection tubes.

#### Certification or Licensure Requirements

Must be Medical Laboratory Scientist (MLS) certified by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), including sections in Blood Bank, Clinical Chemistry, Hematology, Immunology, Microbiology, Molecular Biology, Urinalysis and Body Fluids, and Laboratory Operations. Medical Laboratory Scientist (ASCP), formerly Medical Technologist.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

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Date: 4/14/2021

