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## Auburn University Job Description

Job Title: **Mgr, Plasma Research**

Grade RE09 \$54,400 - \$92,500

Job Code: **IA34**

FLSA status: Exempt

Job Family: Research

Job Function:

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### Job Summary

Leads and oversees all personnel and tasks associated with procuring plasma from horses, placing orders for pheresis supplies, managing staff schedules, maintaining plasma records, and ensuring compliance with FDA-enforced Current Good Manufacturing Practice (cGMP) regulations. Actively engages in the immunization of horses with Select Agents as part of Auburn University's Select Agent Program.

### Essential Functions

1. Supervises the operations and personnel within the pheresis facility, ensuring the efficient collection of plasma from horses to include managing staff responsible for monitoring equipment, weight scales, and procedural guidelines.
2. Manages and administers plasma inventory, including the tracking and handling of plasma in adherence to policies and procedures under Good Manufacturing Practices.
3. Ensures the preventive maintenance and repair of Auto-C plasmapheresis machines, and ensures trained personnel conduct on-site annual preventative maintenance and repairs in accordance with current Good Manufacturing Practices (cGMP).
4. Conducts tours for various purposes such as site inspections, visits, seminars, and presentations.
5. Generates and maintains data and records for various research projects.

### 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>	Bachelor's Degree	Degree in Animal Science, Agriculture, Medical Technology, or related field.
<b>Experience (yrs.)</b>	7	5 years of experience with horses to include handling and behavior. At least 2 years of experience with procurement of blood products.

**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 plasma research methodologies, techniques, and principles, particularly in the specific area or field of research relevant to the organization. Knowledge of regulations and guidelines governing plasma research, including Good Laboratory Practices (GLP) and applicable industry standards.

**Certification or Licensure Requirements**  
None required.

**Pre-Employment Screening Requirements**  
None required.

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## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision Requirements: Ability to distinguish similar colors, depth perception, close vision, and distance vision.

Date: 10/13/2023

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