
Auburn University Job Description

Job Title:	Tech, Histological	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	IC04	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt	Level III	Grade 31 \$31,300 - \$52,100
		Level IV	Grade 32 \$35,000 - \$58,400

Job Summary

Performs laboratory procedures involving histological tissue preparations, photochemistry, and immunohistochemistry, and assists research associates with special projects and research activities.

Essential Functions

1. Provides sampling, testing analyses, data collection, and reporting services following generally accepted lab procedures and standards.
2. Assures readiness of teaching material, orders supplies, inspects and maintains equipment and facilities, and coordinates with others for facilities and equipment maintenance and support.
3. Provides professional and administrative assistance for developing proposals, plans, and protocols, coordinating support services from others, and presenting and preparing reports.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.	Associates degree in a technical or scientific field related to area of assignment.
II	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.	Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
III	Plans and coordinates operations of a project.	Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents	Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities.	Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization.	Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Coursework in Veterinary Technology, Animal Science, or related scientific field

Focus of Experience

Experience in histology practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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

Date: 1/4/2012
