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## Auburn University Job Description

Job Title:	<b>Coord, Research Labs</b>	Job Family:	No Family
Job Code:	<b>IC21</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

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### Job Summary

Under minimal supervision, coordinates and performs a wide range of administrative support activities for the Clinical Pathology Laboratory that facilitates laboratory efficiency and effectiveness.

### Essential Functions

1. Coordinates work flows and efficiency of Clinical Pathology Laboratory. Disseminates information regarding samples from the front of the lab to medical technologists. Ensures appropriate compliance with established protocols by tracking the status of testing and communicating the status to the requester.
2. Acts as a liaison for the lab answering questions on proper methods of collection of specimens, laboratory testing, and established protocols.
3. Assists in the recruitment of student or temporary workers for the lab including, but not limited to interviewing, assisting with new hire paperwork, training, ensuring compliance with processes and procedures related to the lab, and scheduling.
4. Schedules student workers to work in the lab for afternoons and weekends. Observes students during work hours and answers inquiries as needed.
5. Coordinates records in regards to lab testing, sample protocol, and cost and shipping requirements. Reviews samples to ensure they have been packaged and billed correctly.
6. Assists staff, students, and other lab personnel with the proper entry of lab orders in data management system and specific specimen requirements for specialized testing.
7. Calculates pricing and issues quotes for research submission to the lab. Establishes research accounts in data management system ensuring billing of quoted testing for accounts.
8. Performs a variety of other administrative duties including answer the telephone, filing, and record management.

### 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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in business or scientific field.
<b>Experience (yrs.)</b>	2	Experience working in a scientific lab with at least 1 year experience working in an information management data system.

#### **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 lab processes, terminology, and information management data system.

#### **Certification or Licensure Requirements**

None Required.

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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, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 4/8/2019

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