

## JOB INFORMATION

|                       |                       |
|-----------------------|-----------------------|
| Job Code              | EH38A                 |
| Job Description Title | Tech I, MRI           |
| Pay Grade             | HW09                  |
| Range Minimum         | \$51,670              |
| 33rd %                | \$62,000              |
| Range Midpoint        | \$67,170              |
| 67th %                | \$72,340              |
| Range Maximum         | \$82,670              |
| Exemption Status      | Non-Exempt            |
| Approved Date:        | 7/18/2025 10:01:59 AM |

## JOB FAMILY AND FUNCTION

|               |                   |
|---------------|-------------------|
| Job Family:   | Health & Wellness |
| Job Function: | Lab               |

## JOB SUMMARY

The MRI Technologist I performs magnetic resonance imaging (MRI) procedures on research participants at the Auburn University Neuroimaging Center. Ensures MRI safety measures and protection devices comply with government regulations to ensure the safety of research participants, staff, and students.

## RESPONSIBILITIES

- Prepares research participants for MRI scanning by reducing anxieties, positioning participants, moving equipment into the specified position, and adjusting scanner controls as needed to ensure safe and effective image acquisition.
- Protects participants and staff by adhering to infection-control and MRI safety policies and protocols.
- Instructs students in the principles, performance, and application of AU Neuroimaging Safety Procedures.
- Works with staff to coordinate patient flow by monitoring scheduling systems.
- Recruits students or other personnel to assist with scanning as needed.
- Keeps the MRI suite cleaned, supplies ready by checking stock, anticipating needs, placing and expediting orders, verifying receipt, and stocking items.
- Performs routine back-up, transfer, archive, and retrieval of imaging studies and maintains all necessary records and reports in a correct, timely, and efficient manner, as well as creates and evaluates soft copy and hard copy production as needed.
- Participates in research projects involving the AU Neuroimaging Center. Learns the specifics of each research project and performs MRI scanning and associated tasks according to the requirements of the project principal investigator.
- Adheres to established policies and procedures and maintains open communication with departmental leadership and other staff regarding scanning protocols, technical operations, equipment utilization, regulatory compliance, and continuing education.
- Conducts quality control checks on MRI scanners and related equipment to ensure operational standards are met.
- May monitor and perform required quality control on all MRI scanners and other devices to ensure appropriate functionality and coordination of required service.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level    | Focus of Education                       |     | Years of Experience | Focus of Experience                             |  |
|--------------------|------------------------------------------|-----|---------------------|-------------------------------------------------|--|
| Associate's Degree | With coursework in Radiologic Technology | and | 0 years of          | Experience in performing diagnostic procedures. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                             |     |
|-------------------------------------------------------------|-----|
| Ability to perform multiple tasks independently.            | And |
| Excellent written, communication and organizational skills. |     |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                              | Licenses/Certification Details    | Time Frame      | Required/Desired |  |
|------------------------------------------------------|-----------------------------------|-----------------|------------------|--|
| ARRT - American Registry of Radiologic Technologists | Radiological Technologist and MRI | within 180 Days | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |
| Extreme heat      |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

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