

JOB INFORMATION

Job Code	IA34
Job Description Title	Mgr, Plasma Research
Pay Grade	RE09
Range Minimum	\$58,600
33rd %	\$72,270
Range Midpoint	\$79,110
67th %	\$85,950
Range Maximum	\$99,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

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.

RESPONSIBILITIES

- Supervises the operations and personnel within the pheresis facility, ensuring the efficient collection of plasma from horses including managing staff responsible for monitoring equipment, weight scales, and procedural guidelines.
- Manages and administers plasma inventory, including the tracking and handling of plasma in adherence to policies and procedures under Good Manufacturing Practices.
- 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).
- Conducts tours for various purposes such as site inspections, visits, seminars, and presentations.
- Generates and maintains data and records for various research projects.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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	
Bachelor's Degree	in Animal Science, Agriculture, Medical Technology, or related field.	and	7 years of	5 years of experience with horses to include handling and behavior. At least 2 years of experience with procurement of blood products.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None 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			Up to 100 pounds
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		
Wet			X		
Noise			X		
Hazards			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.