
Auburn University Job Description

Job Title: **Project Manager, RFID**

Job Family: No Family

Job Code: **AD71**

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

FLSA status: Exempt

Job Summary

Reporting to the Executive Director of RFID Lab, the Project Manager of Radio Frequency Identification (RFID) oversees and manages one or more research projects for the RFID Lab, which is engaged in planning and performing analyses and tests required for research, development, and quality control in either the retail, aerospace and aviation, or food service area. Responsible for setting project milestones, managing project timelines, engaging project stakeholders, and overseeing student resources.

Essential Functions

1. Serves as a project team lead and oversees the daily project operations, data collection sent to customers, deliverables sent in a timely manner, daily phone calls, meeting schedules, adherence to standard procedures, and meet reporting requirements.
2. Develops schedules and performs timekeeping functions for student teams, as well as onboard and train students to ensure projects are properly resourced.
3. Ensures the deliverables developing process for a given project, which can take the form of data analysis and retention, research papers, and lab data presentations. Collaborates with the Executive Director and Director to develop implementation presentations to external vendors.
4. Partners with RFID Lab Directors in the design and planning of experiments, tests, and laboratory sequences to increase efficiencies; stays abreast with the latest technology. Generates new research project concepts and trends. Participates in faculty and industry research projects.
5. Supports RFID Lab Directors with formal tours of the laboratory to foster relationships for potential funded research by preparing demonstrations and project-related presentations (leading or co-presenting). May assist with acquiring restricted grant funding sources to aid in potential research and project funding.
6. Travels for recruiting, events, and research as necessary.
7. Performs other duties as assigned.

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>
Education	Four-year college degree	Degree in Business, Engineering, Aviation, or related field.
Experience (yrs.)	4	Experience in project management with at least two (2) years experience in supply chain, inventory, or product placement activities.

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

Knowledge of process improvement techniques and application.
Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.
Strong working knowledge of Microsoft Excel.
Strong organizations and communication skills.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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.

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

Date: 1/5/2023
