
Auburn University Job Description

Job Title:	Asst, Lab	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	HB02	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt	Level III	Grade 29 \$25,000 - \$41,700

Job Summary

Performs routine lab tasks related to a medical, research, or teaching lab; prepares, cleans, and maintains lab area and equipment.

Essential Functions

1. Cleans lab area and maintains lab equipment to ensure readiness for use in the lab.
2. Knows and follows all the lab safety rules.
3. Demonstrates correct operation of lab equipment.
4. Advises supervisor of all materials that need to be ordered for the labs.
5. Sets up and takes down all material requested for each lab being taught.
6. Ensures equipment is functional and available when needed and advises supervisor of any equipment problems.
7. May perform student-related functions such as (but not limited to) scheduling make-up labs, checking out equipment/materials and/or maintaining key and lock inventories.
8. May perform administrative support duties such as data gathering, data input, filing, preparing reports, and ordering supplies.

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	Duties require basic physical and mental skills and abilities, including use of simple hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed, simple, routine instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of simple hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows basic or commonly-used rules and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Duties require advanced physical and mental skills and abilities including operating and adjusting hand tools, power tools, heavy machinery or other equipment and the use of intermediate math, reading, or writing skills. Duties may require personal protective gear and/or knowledge of special safety regulatory procedures.	Follows standardized rules, procedures, and operations. Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.	High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year 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** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in providing assistance in a lab setting

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.

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 reaching, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

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

Date: 12/16/2011
