
Auburn University Job Description

Job Title: **Mgr, Laboratory Research**

Job Family: No Family

Job Code: **HC25**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Oversees the daily operation and maintenance of a research laboratory engaged in planning and performing analyses and tests required for research, development or quality control of processes or products.

Essential Functions

1. Plans and oversees the daily operation of a research laboratory to meet schedules, standard procedures, and safety and records keeping/reporting requirements.
2. Assists with the designing and planning of experiments, tests, and laboratory sequences by providing knowledge/expertise to researchers.
3. Plans and coordinates the repair, security, and maintenance of equipment, supplies, and facilities of the laboratory.
4. May draft grant proposals and conduct formal and informal tours of the laboratory and manages financial transactions.
5. Maintains inventory of supplies necessary for field use.
6. Collects and identifies samples, performs analysis, and prepares appropriate reports.
7. Instructs and trains students on the safe and proper use of the lab and associated equipment.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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 a Science or related field
Experience (yrs.)	3	Experience in the coordination of lab operations, maintenance, procedures, and research

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 laboratory techniques, safety procedures, and teaching principles.

Certification or Licensure Requirements

May require position specific licensure or certification. (The completion of two programs specific to the discipline area is acceptable)

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 standing, walking, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 4/1/2016
