
Auburn University Job Description

Job Title: **Mgr, Laboratory Teaching**

Job Family: No Family

Job Code: **HC26**

Grade RE08 \$47,300 - \$80,400

FLSA status: Exempt

Job Summary

Responsible for the management of instructional laboratory or classroom services to include oversight of operations, budget, planning and development, and personnel management.

Essential Functions

1. Directs the instructional lab program for students to include conveying technical information to those enrolled in or teaching labs.
2. Supervises the facilities physical inventory to include (but not limited to) counting, stocking, ordering, and compiling list of frequently used supplies and equipment.
3. Trains, directs, and supervises subordinate staff and teaching assistants.
4. Ensures high levels of safety and efficiency of lab operations and provides security of equipment.
5. Advises on equipment evaluation and selection for lab facility requirements.
6. Conducts tours and demonstrations for industry constituents, students, and visitors.
7. Coordinates preventative and corrective maintenance for lab facilities and 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 instruction

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

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

Job occasionally requires 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: 8/21/2013
