
Auburn University Job Description

Job Title: **Dir, Chemical Laboratory**

Job Family: No Family

Job Code: **HC41**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Oversees the daily operation and maintenance of the department's mass spectrometers by engaging in running samples, assisting researchers with data analysis, and experimental design.

Essential Functions

1. Plans and oversees the daily operation of the mass spectrometers to meet schedules, standard procedures, and safety, and maintains instruments to ensure that they are functional and available for use.
2. Trains and assists users in acquiring and interpreting data and in design of appropriate experimental protocol.
3. Collaborates with researchers in research projects, proposal writing and publications.
4. Drafts grant proposals for instrument acquisitions and manages financial transactions.

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	Ph.D.	Degree in Mass Spectrometry or related field
Experience (yrs.)	5	Experience in analyzing chemical problems and the coordination of lab operations, procedures, and instruction

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of laboratory techniques, safety procedures, and teaching principles.

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.

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 walking, .

Job occasionally requires standing, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

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

Date: 11/7/2011
