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## Auburn University Job Description

Job Title: **Dir, Instruct & Research Labs**

Job Family: No Family

Job Code: **HC51**

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

FLSA status: Exempt

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### Job Summary

Responsible for the overall operation, leadership, direction, and administration of the laboratories in accordance with governmental regulations.

### Essential Functions

1. Directs and oversees the submission of annual reports on research activities and expenditures and educational activities and production of degrees to governmental and scientific organizations ensuring compliance with regulatory and professional standards by national and professional organizations and government agencies that sponsor scientific research.
2. Serves as a liaison with environmental, safety, risk management and regulatory agencies to arrange laboratory safety and environmental inspections as well as completes reports and responds to agency recommendations.
3. Monitors and reports on the chemistry building, its internal infrastructure and the department's teaching and research facilities, e.g. specialized equipment and storage and processing of chemicals, gases, and reactive materials.
4. Administers the undergraduate laboratories to include the coordination of teaching assistant assignments.
5. Assembles and reports data pertaining to undergraduate degree requirements, assessments, and accreditations.
6. Maintains student records and faculty-approved policy documents pertaining to the graduate degree programs and advises the Graduate Program Officer on graduate student eligibility for assistantships and progress toward degrees.
7. Identifies and prioritizes laboratory equipment purchases.
8. Coordinates department activities pertaining to graduate and undergraduate recruiting and outreach.

### 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>
<b>Education</b>	Ph.D.	Degree in Chemistry or related
<b>Experience (yrs.)</b>	2	Experience in analyzing chemical research and the coordination of lab operations, and procedures.

#### 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 government regulations.

#### Certification or Licensure Requirements

None Required

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/25/2017

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