
Auburn University Job Description

Job Title:	Histotechnician	Level I	Grade VT08 \$42,000 - \$67,200
Job Code:	IC04	Level II	Grade VT09 \$45,500 - \$77,400
FLSA status:	Non-exempt	Level III	Grade VT10 \$51,200 - \$87,000

Job Summary

Performs laboratory procedures involving histological tissue preparations, photochemistry, and immunohistochemistry, and assists research associates with special projects and research activities.

Essential Functions

1. Prepares and processes tissue samples for routine histologic techniques to be examined under a microscope by a pathologist. The histologic techniques include the following: fixation, processing, embedding, microtomy, and staining of animal tissue for evaluation by a pathologist.
2. Performs duties related to the running of a laboratory including ordering supplies, complying with chemical inventory and hazardous waste protocols, completing necessary risk management and other training, routine cleaning and maintenance of equipment.
3. Performs clerical and recordkeeping work including accessioning of specimens, inputting data into a laboratory management system, assisting pathologists and residents with grossing and trimming of specimens, documentation of specimens, and other laboratory recordkeeping.
4. Performs other duties as assigned.

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	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific	Associates degree in a scientific field related to area of assignment and an HT/HTL (ASCP) certification. The substitution allowed for education does not apply to level I.
II	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.	Bachelor's degree in a scientific field related to area of assignment plus 2 years of experience and an HT/HTL (ASCP) certification. Substitution allowed: Associate's degree, an HT/HTL (ASCP) certification, and 4 years of experience.
III	Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities.	Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization.	Bachelor's degree in a scientific field related to area of assignment plus 4 years of experience and an HT/HTL (ASCP) certification. Substitution allowed: Associate's degree, an HT/HTL (ASCP) certification, and 8 years of experience.

* 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** Associates degree in a scientific field related to area of assignment and an HT/HTL (ASCP) certification. The substitution allowed for education does not apply to level I.
- Level II** Bachelor's degree in a scientific field related to area of assignment plus 2 years of experience and an HT/HTL (ASCP) certification. Substitution allowed: Associate's degree, an HT/HTL (ASCP) certification, and 4 years of experience.
- Level III** Bachelor's degree in a scientific field related to area of assignment plus 4 years of experience and an HT/HTL (ASCP) certification. Substitution allowed: Associate's degree, an HT/HTL (ASCP) certification, and 8 years of experience.

Focus of Education

Degree in Histotechnology, Medical Technology, Clinical/Medical Laboratory Science, Biology, Chemistry, or related field.

Focus of Experience

Experience in histology practices. See substitutions allowed for each level above.

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

See Job Family Levels

Certification or Licensure Requirements:

An accredited Histotechnician (HT or HTL) certification from the American Society for Clinical Pathology (ASCP) Board.

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

Job occasionally requires walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically. Must be able to evaluate slides to assess quality of staining. Must have the ability to distinguish colors.

Date: 5/3/2022
