AUBURN
Human Resources

Mgr, RFID Lab Operations

Job Description

JOB INFORMATION

Job Code	AA55
Job Description Title	Mgr, RFID Lab Operations
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	123 College of Business
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Oversees and manages the operations of the Serialization Institute, which include the Radio Frequency Identification Development (RFID) Retail and Aviation laboratories, as well as engages in planning and performing analyses and tests required for research, development, or quality control. Provides staff supervision; oversees contract and budget operations for the department; plans and executes events; and communicates with board members and outside partners to ensure quality service and support.

RESPONSIBILITIES

- Plans and oversees the daily operations of the lab to meet schedules, standard procedures, records keeping and reporting requirements. Manages the design and planning of experiments, tests, and laboratory sequences; manages lab testing systems, and retention and presentation of lab data. Ensures lab testing and reporting consistencies are maintained with the large research datasets.
- Schedules and conducts specialized formal tours of the laboratory to foster relationships for potential funded research. Schedules events and activities, such as advisory board meetings and large conference events.
- Coordinates events, board meetings, and workshops related to RFID expansion, project updates within the institute, and student recruitment.
- Responsible for maintenance, documentation, and organization of contract and overall project documents, records, and deliverables.
- Educates outside partners and clients regarding RFID lab support processes, board membership, and upcoming events.
- Serves as liaison between the institute and outside partners and clients in order to cultivate effective partnerships and board memberships
- Manages lab researchers to include schedule development, timekeeping activities, instructing and training students on the safe and proper use of the lab and associated equipment.
- Assist in Sponsored Project coordination and grant management; support development officers with external partner activities, visits, and events for RFID lab and University fundraising purposes.
- Oversees and coordinates all financial activities, including budgeting, reporting, and spending.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Four-year college degree in Business, Engineering, Science, or related field required. Master's degree in Business, Engineering, Science, or related field desired.	and	5 years of	Experience in business and/or supply chain operations. Experience will include project management and/or event management, along with experience in creating and managing partnerships internally and externally.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of current RFID technologies, lab operations, techniques, and safety procedures.	
Knowledge of university financial systems, including, but not limited to budgets and/or contracts and grants.	
Working knowledge of RFID retail applications.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.