AUBURN
Human Resources

RFID Lab Innovation & Implementation Services Professional IV

JOB INFORMATION

Job Code	AB75D
Job Description Title	RFID Lab Innovation & Implementation Services Professional IV
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Approved Date:	1/26/2026 11:10:22 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The RFID Lab Innovation and Implementation Services Professional advances the operations of the Radio Frequency Identification (RFID) Lab, which conducts sensor technology analyses and testing to drive research, development, and quality initiatives across industries such as Retail, Aerospace/Aviation, Food Service, and Logistics.

RESPONSIBILITIES

- Operations & Process Improvement:
  Contributes to the daily business and operational functions of the RFID Lab, ensuring compliance with University policies and procedures.
  Oversees administrative processes such as travel, reimbursements, correspondence, recordkeeping, and inventory management.
  Develops and implements process improvements to enhance efficiency, financial stewardship, and overall operational effectiveness including staff training, and performance review input as assigned to support the lab's business and operations objectives.
- Financial Management & Accounting

  Manages financial operations including budgeting, spending, reconciliations, reporting, and purchasing activities.

  Prepares, reviews, and analyzes financial transactions, accounting records, and reports; investigates discrepancies and recommends corrective actions in accordance with GAAP and University policy.

  Maintains accurate financial, contractual, and project documentation to ensure transparency, compliance, and accountability.
- Contracts & Grants Administration

  Coordinates contracts, invoices, and legal documents (e.g., NDAs, MSAs, PSCs) with internal and external stakeholders.

  Assists faculty and staff with contract and grant proposal development, budgeting, and submission; serves as liaison with Procurement, Sponsored Programs, and other central offices.
- Student Engagement

RESPONSIBILITIES

Hires, trains, and supervises RFID Lab students while maintaining accurate records for scheduling, timekeeping, and reporting.

Coordinates student recruitment, travel, and related administrative processes, including expense and reimbursement documentation.

Advises and supports students on university policies, professional development, and participation in lab projects and programs.

- Industry & Partner Engagement

  Co-recruits outside corporate and public partners and research funding for the RFID Lab.

  Participates in planning and coordinating events and meetings—including advisory board sessions, lab tours, workshops, and conferences—that promote research, partnerships, and stakeholder engagement while enhancing the department's reputation.

  Collaborates with campus partners and vendors to identify and cultivate prospective alumni, mentors, speakers, and donors.

  Coordinates creative content, marketing, and web initiatives for the RFID Lab and department communications, ensuring cohesive messaging and integrated print and digital solutions aligned with Auburn University's strategic goals.

- Technical Expertise

  Assists in the execution of planned of experiments, tests, and laboratory sequences to increase efficiencies; stays abreast with the latest sensor technologies; contributes to new research project concepts and trends.

  Supports lab leadership with formal tours of the RFID laboratory to foster relationships for potential funded research by preparing demonstrations and/or project-related presentations.

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	May supervise employees but supervision is not the main focus of the job.

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	no Specific Degree	and	1 year of	experience in business operation relevant to the position.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to effectively manage day-to-day operations	
Excellent organizational skills	
Excellent teamwork skills and an ability to collaborate closely with colleagues and partners to identify challenges and to design and implement solutions.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			