AUBURN
Human Resources

Project Manager, RFID

Job Description

JOB INFORMATION

Job Code	AD71
Job Description Title	Project Manager, RFID
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
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	1/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Reporting to the Executive Director of RFID Lab, the Project Manager of Radio Frequency Identification (RFID) oversees and manages one or more research projects for the RFID Lab, which is engaged in planning and performing analyses and tests required for research, development, and quality control in either the retail, aerospace and aviation, or food service area. Responsible for setting project milestones, managing project timelines, engaging project stakeholders, and overseeing student resources.

RESPONSIBILITIES

- Serves as a project team lead and oversees the daily project operations, data collection sent to customers, deliverables sent in a timely manner, daily phone calls, meeting schedules, adherence to standard procedures, and meet reporting requirements.
- Develops schedules and performs timekeeping functions for student teams, as well as onboard and train students to ensure projects are properly resourced.
- Ensures the deliverables developing process for a given project, which can take the form of data analysis and retention, research papers, and lab data presentations. Collaborates with the Executive Director and Director to develop implementation presentations to external vendors.
- Partners with RFID Lab Directors in the design and planning of experiments, tests, and laboratory sequences to increase efficiencies; stays abreast with the latest technology. Generates new research project concepts and trends. Participates in faculty and industry research projects.
- Supports RFID Lab Directors with formal tours of the laboratory to foster relationships for potential funded research by preparing demonstrations and project-related presentations (leading or co-presenting). May assist with acquiring restricted grant funding sources to aid in potential research and project funding.
- Travels for recruiting, events, and research as necessary.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Degree in Business, Engineering, Aviation, or related field.	and	4 years of	Experience in project management with at least two (2) years experience in supply chain, inventory, or product placement activities.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of process improvement techniques and application.	
Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.	
Strong working knowledge of Microsoft Excel.	
Strong organizations and communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

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

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	
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.