AUBURN
Human Resources

# Lab Program Manager, RFID

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | CA65 |
| Job Description Title | Lab Program 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: | 4/25/2024 2:09:25 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Research |
| Job Function: | Lab & Field Operations |

## JOB SUMMARY

The Lab Program Manager oversees and manages one or more research projects within a program for the Radio Frequency Identification (RFID) Lab that engages in planning and performing analyses and tests required for research, development, and/or quality control in either the Retail, Aerospace/Aviation, or Food Service area.

## RESPONSIBILITIES

- Oversees the development, planning, and implementation of projects within a RFID program ensuring goals and objectives are accomplished within parameters.
- Manages the scheduling and timekeeping for student teams, as well as onboarding and training students to ensure projects are properly resourced.
- Coordinates requests for projects with the RFID Lab leadership to ensure the project requirements are clearly defined and communicated. This may include data analysis and retention, research papers, and lab data presentations. Monitors project schedule, progress, and deadlines. Collaborates with the Executive Director and Director to develop implementation presentations to external vendors.
- Creates data for use in grant submission and develop new proposals for research including obtaining financial support.
- Serves as the liaison with external partners, vendors, and funding agencies to facilitate collaboration and information exchange as directed by leadership.
- Supports RFID Lab Directors with formal tours of the laboratory to foster relationships for potential funded research by preparing demonstrations and/or project-related presentations (leading or co-presenting).
- 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

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| 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 | Business, Engineering, Aviation, or related field. | and | 2 years of | Supply chain, inventory or product placement activities. | Or |
| Master's Degree | Business, Engineering, Aviation, or related field. | and | 0 years of | Supply chain, inventory or product placement activities. | |

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|---|---|
| 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

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|---|---|
| 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

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| 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 | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.

**Travel Requirements:**

In-State; Domestic