AUBURN
Human Resources

Coord, Infection Control

Job Description

JOB INFORMATION

Job Code	HA12
Job Description Title	Coord, Infection Control
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	7/12/2024 12:33:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

Coordinates studies to investigate disease, preventive methods, and treatments and assists in planning, administering, and evaluating health safety standards and programs to improve public health. Coordinates research to develop methodologies, instrumentation, and procedures for medical application, analyzing and interpreting data and presenting findings

RESPONSIBILITIES

- Coordinates with infection preventionist and the Infection Control Committee to develop or contribute to the development of projects, plans, or protocols related to infection prevention and control and/or public health in the college.
- Performs epidemiological surveillance in the veterinary teaching hospital through data/sample collection, recording, compiling, and analyzing.
- Coordinates logistics related to trainings, meetings, projects, or activities pertaining to infection control and/or public health including minutes, scheduling, preparing agendas, etc.
- Prepares reports, presentations, including literature reviews, written projects, power points etc. related to infection prevention and control and/or public health in the college.
- Supports infection preventionist with responding to general infection control inquiries from faculty or staff and triaging as needed.
- Instructs students on topics related to infection control and/or public health in the college. Provides infection control training for personnel.

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	No supervisory responsibilities.

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	Public Health, Other Health, or Healthcare Related Field	and	4 years of	Human/Veterinary Healthcare or Public Health	Or
Master's Degree	Public Health, Other Health, or Healthcare Related Field	and	2 years of	Human/Veterinary Healthcare or Public Health	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of infectious diseases and associated modes of transmission	
Excellent oral and written communication abilities	
Ability to prioritize tasks in order of urgency	
Ability to work and solve problems independently	
Ability to remain calm under pressure	

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			25 lbs
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

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