AUBURN
Human Resources

Flow Cytometry Laboratory Manager

Job Description

JOB INFORMATION

Job Code	HA18
Job Description Title	Flow Cytometry Laboratory Manager
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	10/8/2026 3:08:04 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Manages the Flow Cytometry and High-Speed Cell Sorting Core Laboratory, providing scientific, technical, operational in support of the University's research and educational mission. Oversees Core operations, advanced instrumentation, service delivery, quality assurance, user training, scientific consultation, graduate instruction, financial and resource planning, and technology development. Serves as the University's subject matter expert in flow cytometry and cell sorting, supporting faculty, students, postdoctoral fellows, and research staff while advancing Core capabilities and research innovation.

RESPONSIBILITIES

- Provides advanced flow cytometry and high-speed cell sorting services, technical expertise, and scientific support to Core users. Operates, oversees, and optimizes flow cytometry instrumentation while supporting students, postdoctoral fellows, research staff, faculty, and other investigators in the effective application of cytometric technologies.
- Oversees Core instrumentation and technical operations, including quality control, preventive maintenance, troubleshooting, repairs, service contracts, and vendor relations. Evaluates and implements emerging cytometry technologies and best practices while maintaining professional expertise through continuing education, technical training, and relevant certifications.
- Manages the daily operations of the Flow Cytometry and High-Speed Cell Sorting Core Laboratory. Manages scheduling, user access, laboratory workflows, operational procedures, recordkeeping, inventory, and biosafety compliance to ensure safe, efficient, and reliable service delivery.
- Develops and delivers graduate-level instruction, educational programming, and training related to flow cytometry, cell sorting, cell biology, immunology, cell culture, and related biomedical research technologies. Coordinates seminars, workshops, and guest speaker activities that enhance educational and research initiatives.
- Provides consultation and training to investigators and Core users on experimental design, sample preparation, assay development, panel optimization, instrument operation, data analysis, interpretation of results, and technical problem-solving. Develops educational materials and user resources that support effective utilization of Core services.
- Provides scientific, operational, and strategic leadership for the Core Laboratory. Guides long-term planning for services, rates, budgets, equipment acquisitions, infrastructure, and program development; establishes and maintains policies and procedures; prepares institutional reports; and collaborates with University leadership and investigators to align Core capabilities with evolving research and educational needs.

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	in Science is required.	and	7 years of	experience managing a laboratory, providing customer results, and improving analytical accuracy. Shows progressively increasing levels of responsibility in laboratory management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of flow cytometry, high-speed cell sorting, immunology, cell biology, cell culture techniques, and related biomedical research methodologies.	
Comprehensive knowledge of flow cytometry instrumentation, quality control procedures, biosafety requirements, laboratory operations, and data analysis techniques.	
Skilled in operating, troubleshooting, maintaining, and optimizing complex flow cytometry and cell sorting instrumentation while ensuring data quality and reliable service delivery.	
Skilled in providing scientific consultation, experimental design support, user training, and technical instruction to researchers, students, and faculty with varying levels of expertise.	
Ability to lead and manage a shared research facility, including strategic planning, budgeting, resource allocation, policy development, and coordination of laboratory operations.	
Ability to communicate complex scientific concepts effectively through teaching, presentations, written materials, and collaborative interactions with researchers, institutional leadership, and external partners.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Specialist in Cytometry SCYM(ASCP)	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
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.