AUBURN
Human Resources

Tech I, Lab

Job Description

JOB INFORMATION

Job Code	HB01A
Job Description Title	Tech I, Lab
Pay Grade	RE03
Range Minimum	$32,570
33rd %	$36,910
Range Midpoint	$39,080
67th %	$41,250
Range Maximum	$45,590
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Provides technical support and services within a lab in support of research, projects, services, and/or instruction.

RESPONSIBILITIES

- Conducts routine and specialized laboratory analysis.
- Maintains experiments, lab classroom set-ups, and/or lab projects/services.
- Coordinates the availability, use, and maintenance of laboratory equipment, materials, and/or key inventories.
- Assists others by providing expertise and advice concerning laboratory operation and safety.
- May collect and analyze data and perform observations for analysis.
- May oversee and train graduate and undergraduate students in the proper use of equipment and supplies.
- May coordinate with industry and/or other university researchers and provide input on experimental designs and practical implications of research results.
- May assist faculty and/or lab director in preparing/teaching/conducting laboratory courses and lecture demonstrations.

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	
High School Diploma or GED	High School Diploma or equivalent	and	0 years of	Experience in performing tests and/or research in a lab setting	

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Job related licensure may be required for specific positions.	Upon Hire	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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.