AUBURN
Human Resources

Tech III, Research

Job Description

JOB INFORMATION

Job Code	HB05C
Job Description Title	Tech III, Research
Pay Grade	RE04
Range Minimum	$35,820
33rd %	$40,600
Range Midpoint	$42,990
67th %	$45,380
Range Maximum	$50,150
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/4/2010

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Technicians

JOB SUMMARY

Provides direct technical support to researchers by maintaining, scheduling, and operating facilities and equipment; collecting and/or providing technical expertise on specimens/samples; and gathering/reporting data.

RESPONSIBILITIES

- Maintains supplies, equipment and facilities used in conjunction with research activities.
- Performs scientific data collections, reductions, and analysis involving routine procedures and interprets data.
- Operates field, laboratory and/or shop equipment used in support of research projects.
- Performs fieldwork by collecting specimens, samples and gathering data.
- Inventories and requisitions supplies and equipment.
- Trains students and staff in the operation of equipment and technical procedures.
- Assists with laboratory procedures, reports, and research proposals.
- Maintains and organizes detailed records of studies conducted for computer data entry and records computer results.
- May assist in the writing of research papers and statements of funding in addition to collecting literature and record searches.

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	Coursework in content specific area of research	and	4 years of	Experience in research and/or lab equipment operations	

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	
Vibration				X	

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