AUBURN
Human Resources

Mgr, Lab Research & Planning

Job Description

JOB INFORMATION

Job Code	HC10
Job Description Title	Mgr, Lab Research & Planning
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/20/2019

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Reporting to the Associate Dean for Research, oversees all operations of over 15 research labs for Harrison School of Pharmacy (HSOP). Responsible for identifying safety and training needs, maintaining and planning for future equipment needs and supply inventory management, maintaining certifications in compliance with regulations, and maintaining contracts with vendors in Walker Building, Pharmaceutical Research Building, Green Hall, and Biological Research Facility.

RESPONSIBILITIES

- Partners with the Associate Dean for Research and faculty to develop and implement a long term strategy for overall growth in the HSOP Research Department. Applies knowledge of the program goals and objectives, processes, organization structure, functions, procedures, and policies to evaluate operations in order to identify new equipment needs, cost effective solutions, and maintain inventory control.
- Advises on equipment evaluation and selection for lab facility requirements. Coordinates the availability, use and maintenance of lab equipment, materials and/or key inventories for strategic planning.
- Oversees inspections of labs and coordinates safety violation resolution through investigations, recommendation of corrective and preventative measures and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence. Coordinates with Risk Management regarding inspections, findings and resolutions.
- Oversees the development, management and implementation of policies and programs related to lab safety and compliance. Advises others on issues related to fire and life safety, occupational safety, and health issues relevant to their lab operations. Works with Associate Dean for Research to create regulatory compliance policies and procedures for protection of human and animal subjects, biohazardous materials and other federally regulated compliance areas related to research and research administration.
- Contributes to the management of research lab operations budgets and coordinates with the Associate Dean for Research regarding financial decisions.
- Identifies, develops, and implements training programs related to safety and health needs of personnel and students.
- Serves as emergency contact for labs during holidays and weekends.
- Maintains contracts with vendors and builds relationships with other campus research leadership on strategic research partnerships. Coordinates with vendors when servicing or delivering equipment.
- Maintains official records and files in accordance with federal record retention documentation laws as well as institutional regulations.

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 Business Administration and/or Science.	and	8 years of	Experience in wet research lab overseeing instrumentation, supplies, lab safety, Graduate Research Assistants, animal vivarium, and post award grant activities	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Principles and practices of HIPAA, FERPA, the State and federal guidelines for chemical purchase, inventory, and storage and use.	And
Knowledge of Drug Enforcement Agency (DEA) controlled substance policies and procedures.	And
Knowledge of Animal vivarium and animal husbandry policies and procedures.	

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.