AUBURN
Human Resources

Mgr, Laboratory Teaching

Job Description

JOB INFORMATION

Job Code	HC26
Job Description Title	Mgr, Laboratory Teaching
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/21/2013

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Responsible for the management of instructional laboratory or classroom services to include oversight of operations, budget, planning and development, and personnel management.

RESPONSIBILITIES

- Directs the instructional lab program for students to include conveying technical information to those enrolled in or teaching labs.
- Supervises the facilities physical inventory to include (but not limited to) counting, stocking, ordering, and compiling list of frequently used supplies and equipment.
- Trains, directs, and supervises subordinate staff and teaching assistants.
- Ensures high levels of safety and efficiency of lab operations and provides security of equipment.
- Advises on equipment evaluation and selection for lab facility requirements.
- Conducts tours and demonstrations for industry constituents, students, and visitors.
- Coordinates preventative and corrective maintenance for lab facilities and equipment.

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 supervise employees but supervision is not the main focus of the job.

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 a Science or related field	and	3 years of	Experience in the coordination of lab operations, maintenance, procedures, and instruction	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laboratory techniques, safety procedures, and teaching principles.	

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					
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	

WORKING ENVIRONMENT

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

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