AUBURN
Human Resources

Coord III, Teaching Sci Labs

Job Description

JOB INFORMATION

Job Code	HC32C
Job Description Title	Coord III, Teaching Sci Labs
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:	6/25/2026 3:01:36 PM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Responsible for teaching course(s) and/or lab sections and coordination of instructional laboratory or classroom services to include oversight of operations, budget, planning and development, and personnel management.

RESPONSIBILITIES

- Teaches course(s) and/or laboratory sections which includes responsibilities such as preparing course/lab material, proctoring exams, and grading.
- 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Master's Degree	In a Science or related field	and	4 years of	Experience in the coordination of lab operations, 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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
MLS - Medical Lab Scientist (Formally MT Certification)	ability to obtain a a Medical Laboratory Scientist (MLS(ASCP)) certification may be required in specific positions.			

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			

WORKING ENVIRONMENT

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

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