AUBURN
Human Resources

Admstr II, Science Labs

Job Description

JOB INFORMATION

Job Code	HC33B
Job Description Title	Admstr II, Science Labs
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	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:	Lab & Field Operations

JOB SUMMARY

Coordinates and oversees the use of laboratory equipment and supplies; prepares and maintains lab demonstrations, experiments, recitation activities, and instruction.

RESPONSIBILITIES

- Contributes to the selection, preparation, and delivery of laboratory courses, experiments, and lecture demonstrations.
- Maintains established experiments, lab classroom set-ups, and/or lab projects/services.
- Manages and coordinates the availability, use, and maintenance of laboratory equipment, materials, and/or key inventories.
- Oversees, directs, and trains graduate and undergraduate students in the proper use of laboratory equipment and supplies and provides expertise and advice concerning safety.
- Advises on equipment evaluation and selection for lab facility requirements.
- May direct the instructional lab program for students to include conveying technical information to those enrolled in or teaching labs.

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	
Master's Degree	In Science or related field		2 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.				

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		

Additional Special Requirements:

Ability to read electronics color codes. Ability to see colors in spectrum. Ability to distinguish colors of stars.