AUBURN
Human Resources

Dir, Instructional & Research Labs

Job Description

JOB INFORMATION

Job Code	HC51
Job Description Title	Dir, Instructional & Research 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:	5/7/2025 4:24:52 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Responsible for the overall operation, leadership, direction, and administration of the laboratories in accordance with university and governmental regulations.

RESPONSIBILITIES

- Provides general lab oversight to include department buildings, instructional facilities, internal infrastructure and the department's teaching and research facilities.
- Serves as a liaison with environmental, safety, risk management and regulatory agencies to arrange laboratory safety and environmental inspections as well as completes reports and responds to agency recommendations.
- Administers the undergraduate laboratories to include the coordination of teaching assistant assignments.
- Assembles and reports data pertaining to undergraduate degree requirements, assessments, and accreditations.
- Maintains student records and faculty-approved policy documents pertaining to the graduate degree programs and advises the Graduate Program Officer on graduate student eligibility for assistantships and progress toward degrees.
- Directs and oversees the submission of annual reports on research activities and expenditures and educational activities and production of degrees to governmental and scientific organizations ensuring compliance with regulatory and professional standards by national and professional organizations and government agencies that sponsor scientific research.
- Identifies and prioritizes laboratory equipment purchases.
- Coordinates department activities pertaining to graduate and undergraduate recruiting and outreach.
- May teach laboratory sections as needed.

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	
PhD	In field related to position.	and	2 years of	Experience research and the coordination of lab operations, and procedures.	Or
Master's Degree	In field related to position.	and	5 years of	Experience research and the coordination of lab operations, and procedures.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laboratory techniques, safety procedures, and government regulations.	

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			

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.