AUBURN
Human Resources

Dir, Clinical Lab Sciences

Job Description

JOB INFORMATION

Job Code	HC99
Job Description Title	Dir, Clinical Lab Sciences
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/14/2021

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Director, Clinical Laboratory Sciences is responsible for the direction and management of the Clinical Laboratory Sciences program in the Department of Chemistry and Biochemistry (DCB) within the College of Sciences and Mathematics (COSAM). This program includes two majors, Clinical Laboratory Sciences (LBSC) and Medical Laboratory Sciences (MLSC). This position will serve as an instructor for courses essential to the majors, oversee the assessment of the programs and supervise the Lambda Tau professional honor society.

RESPONSIBILITIES

- Teaches lectures for multiple courses, including but not limited to preparation of instructional materials (PowerPoints, demonstrations, exercises, scheduling of guest speakers, etc.), presentation of course materials, preparation, maintenance, and updating of courses via Canvas course management system, grading, student feedback, student assistance through office hours, email, correspondence, and other contact.
- Advises MLSC and LBSC majors, including relating to the internship process. This includes writing letters of recommendation and creation of internship guides (i.e. application of requirements, application procedures, processes and deadlines.)
- Prepares and maintains affiliation agreements and maintains communication with internship sites. Attends and participates in required annual review meetings of internship affiliates. Serves as instructor of record for courses corresponding to internship credits. Obtains affiliate site transcripts, enabling final conferral of the Auburn University MLSC degree.
- Supervises the Coordinators of the clinical laboratory science teaching laboratories. Evaluates instructional activities and their effectiveness, laboratory/classroom management, student feedback, etc. This includes responsibilities for performance evaluations for staff.
- Evaluates and prepares annual assessment reports regarding learning objectives and learning outcomes as they result to the MLSC and LBSC programs. Evaluates and reports programmatic data to contribute to the DCB Academic Program Reviews every six years, including but not limited to student enrollment, student progress, graduation rates, program space, resources, equipment, and program budget and expenditures.
- Publicizes and raises awareness of the CLS program through campus and community outreach events targeting prospective students. Represents CLS program at outreach events including Destination STEM and TALONS. Corresponds with prospective students and their parents in regards to recruitment and admission. Meets with the COSAM Office of Development for CLS promotion purposes.
- Maintains CLS program social media accounts and the CLS presence on media platforms.
- Serves as the supervisor for the Lambda Tau honor society. Assists in the transition between officer terms, scheduling of society speaker seminars and other events. Promotes Lambda Tau organization, particularly the Auburn University Chapter.

RESPONSIBILITIES

- Serves as the program representative to DCB faculty. Attends faculty meetings and presents as necessary regarding CLS program initiatives, outcomes, and needs. Serves on the DCB Undergraduate Program Committee helping to guide departmental curriculum decisions and initiatives.

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	
Master's Degree	Degree in Clinical Laboratory Science or Medical Laboratory Science	and	5 years of	Experience in clinical laboratory sciences and/or teaching in clinical/medical lab sciences at an undergraduate level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of ASCP eligibility requirements as it relates to student training.	
Thorough understanding of all aspects of laboratory safety, including but not limited chemical safety, handling of blood borne pathogens, biosafety, etc.	
Thorough knowledge of laboratory preparation and materials (i.e. blood smears, reagent preparation, disinfection procedures, etc.).	
Thorough understanding and knowledge of Laboratory Equipment: Microscopes with slides, centrifuge, cholestech, fibrometer, spectrophotometer, Randox, Beckman Coulter counter, cell washer, water bath, vortex mixer, pipettes, micropipettes, vacutainer tubes, needles, and blood collection tubes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
MLS - Medical Lab Scientist (Formally MT Certification)	certified by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), including sections in Blood Bank, Clinical Chemistry, Hematology, Immunology, Microbiology, Molecular Biology, Urinalysis and Body Fluid	Upon Hire	Required	And
	Laboratory Operationsedical Laboratory Scientist (ASCP), formerly Medical Technologist.	Upon Hire	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			

Vision Requirements:

Ability to see information in print and/or electronically.