AUBURN
Human Resources

Coord, Research Labs

Job Description

JOB INFORMATION

Job Code	IC21
Job Description Title	Coord, Research Labs
Pay Grade	AS08
Range Minimum	$39,920
33rd %	$46,580
Range Midpoint	$49,900
67th %	$53,230
Range Maximum	$59,880
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/8/2019

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Under minimum supervision, coordinates and performs a wide range of administrative support activities for the Clinical Pathology Laboratory that facilitates laboratory efficiency and effectiveness.

RESPONSIBILITIES

- Coordinates work flows and efficiency of Clinical Pathology Laboratory. Disseminates information regarding samples from the front of the lab to medical technologists. Ensures appropriate compliance with established protocols by tracking the status of testing and communicating the status to the requestor.
- Acts as a liaison for the lab answering questions on proper methods of collection of specimens, laboratory testing, and established protocols.
- Assists in the recruitment of student or temporary workers for the lab including, but not limited to interviewing, assisting with new hire paperwork, training, ensuring compliance with processes and procedures related to the lab, and scheduling.
- Schedules student workers to work in the lab for afternoons and weekends. Observes students during work hours and answers inquiries as needed.
- Coordinates records in regards to lab testing, sample protocol, and cost and shipping requirements. Reviews samples to ensure they have been packaged and billed correctly.
- Assists staff, students, and other lab personnel with the proper entry of lab orders in data management system and specific specimen requirements for specialized testing.
- Calculates pricing and issues quotes for research submission to the lab. Establishes research accounts in data management system ensuring billing of quoted testing for accounts.
- Performs a variety of other administrative duties including answer the telephone, filing, and record management.

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	
Bachelor's Degree	In business or scientific field.	and	2 years of	Experience working in a scientific lab with at least 1 year experience working in an information management data system.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of lab processes, terminology, and information management data system.	

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.