AUBURN
Human Resources

Sr Medical Technician

Job Description

JOB INFORMATION

Job Code	IC27
Job Description Title	Sr Medical Technician
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	1/29/2026 6:25:18 PM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

Oversees operations of the Endocrine Diagnostic Service Laboratory, ensuring high-quality diagnostic testing that supports the College of Veterinary Medicine's Small and Large Animal Hospitals as well as veterinarians across the region and nation. This role is responsible for managing laboratory functions, maintaining rigorous testing standards, and delivering accurate hormone measurements that inform clinical decision-making and advance veterinary patient care.

RESPONSIBILITIES

- Performs diagnostic analysis of animal specimens, including serum and plasma, to measure hormone levels. Ensures timely delivery of accurate test results.
- Operates, maintains, and cleans specialized laboratory equipment, including the Immulite 2000 analyzer and gamma counter. Troubleshoots technical issues and adheres to radiation safety protocols when handling radioactive materials.
- Prepares quality control standards by mixing reagents to verify assay accuracy and ensure results fall within acceptable ranges.
- Manages client and patient data entry in the laboratory information system; records diagnostic results, generates invoices, and processes client payments.
- Oversees inventory and procurement of laboratory supplies, materials, and equipment. Ensures availability of assay kits and other critical resources.
- Prepares detailed technical reports documenting laboratory procedures and test outcomes; maintains organized records and files.
- Trains and supervises lab assistants, staff, and students in laboratory protocols, safety procedures, and diagnostic techniques.

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	no specific discipline required. A degree in Medical Technology or a related Science field is desired.	and	4 years of	experience in evaluating clinical and laboratory findings to identify the presence, severity, and underlying causes of disease. Experience in laboratory data management, inventory oversight, and technical reporting is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of clinical laboratory practices, including hormone assay methodologies, quality control procedures, and diagnostic testing standards used in veterinary medicine.	
Knowledge of laboratory equipment and safety protocols, including operation of immunoassay analyzers, gamma counters, and proper handling of radioactive materials.	
Skilled in performing precise laboratory analyses, including specimen preparation, assay execution, troubleshooting instrumentation, and validating test results.	
Skilled in data management and administrative processes, including accurate data entry, report preparation, invoicing, and maintaining organized laboratory records.	
Ability to interpret and evaluate diagnostic test results to ensure accuracy, reliability, and compliance with established quality standards.	
Ability to train, guide, and coordinate laboratory assistants, staff, and students, promoting adherence to laboratory protocols and safety procedures.	

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			10 lbs
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.