AUBURN
Human Resources

Mgr, NCAME Lab Research

Job Description

JOB INFORMATION

Job Code	JA35
Job Description Title	Mgr, NCAME Lab Research
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Approved Date:	2/4/2026 10:47:17 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

The NCAME Lab Research Manager oversees the laboratories and operational functions for NCAME. Plans and manages the daily laboratory operations; ensures compliance with safety standards, reporting requirements, and establishes research procedures and coordinates the maintenance, repair, and security of specialized equipment and facilities. Supports NCAME's research mission by assisting in the design and execution of experiments, leading complex engineering and scientific projects, and advising faculty, postdocs, students, and staff on advanced research methods, prototype development, and analytical processes.

RESPONSIBILITIES

- Plans and oversees the daily operations of NCAME lab research to meet schedules, standard procedures, safety, and records keeping and reporting requirements.
- Assists with the designing and planning of experiments, tests, and laboratory sequences by providing knowledge/expertise to researchers.
- Plans and coordinates the repair, security, and maintenance of equipment, supplies and facilities of the laboratory.
- Assists in providing NCAME training to others within the laboratory as well as at external locations.
- Leads research and development projects requiring the applications of professional engineering or scientific practices and principles.
- Provides technical contributions and develops concepts that lead to new leading-edge technologies, techniques, and methods.
- Advises faculty, postdocs, students, and staff with design, modification, prototype, processes, analysis procedures, and other engineering solutions.
- Develops proposals, budgets, schedules, and progress reports and presents results.
- Presents NCAME at conferences and networks with industry, government, and academia to obtain funding.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Mechanical Engineering	and	5 years of	experience in mechanical engineering and research practices and principles.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Independently evaluates, selects, and applies standard engineering techniques and procedures while using judgment when making minor adaptations and modifications.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional Engineer (PE) License		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		

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 and distinguish colors.