
Auburn University Job Description

Job Title: **Mgr, RFID Lab Operations**

Grade FO10: \$54,800 - \$93,200

Job Code: **AA55**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function:

Job Summary

Oversees and manages the operations of the Serialization Institute, which include the Radio Frequency Identification Development (RFID) Retail and Aviation laboratories, as well as engages in planning and performing analyses and tests required for research, development, or quality control. Provides staff supervision; oversees contract and budget operations for the department; plans and executes events; and communicates with board members and outside partners to ensure quality service and support.

Essential Functions

1. Plans and oversees the daily operations of the lab to meet schedules, standard procedures, records keeping and reporting requirements. Manages the design and planning of experiments, tests, and laboratory sequences; manages lab testing systems, and retention and presentation of lab data. Ensures lab testing and reporting consistencies are maintained with the large research datasets.
2. Schedules and conducts specialized formal tours of the laboratory to foster relationships for potential funded research. Schedules events and activities, such as advisory board meetings and large conference events.
3. Coordinates events, board meetings, and workshops related to RFID expansion, project updates within the institute, and student recruitment.
4. Responsible for maintenance, documentation, and organization of contract and overall project documents, records, and deliverables.
5. Educates outside partners and clients regarding RFID lab support processes, board membership, and upcoming events.
6. Serves as liaison between the institute and outside partners and clients in order to cultivate effective partnerships and board memberships
7. Manages lab researchers to include schedule development, timekeeping activities, instructing and training students on the safe and proper use of the lab and associated equipment.
8. Assist in Sponsored Project coordination and grant management; support development officers with external partner activities, visits, and events for RFID lab and University fundraising purposes.
9. Oversees and coordinates all financial activities, including budgeting, reporting, and spending.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Four-year college degree in Business, Engineering, Science, or related field required. Master's degree in Business, Engineering, Science, or related field desired.
Experience (yrs.)	5	Experience in business and/or supply chain operations. Experience will include project management and/or event management, along with experience in creating and managing partnerships internally and externally.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Demonstrated knowledge of current RFID technologies, lab operations, techniques, and safety procedures.
Knowledge of university financial systems, including, but not limited to budgets and/or contracts and grants.
Working knowledge of RFID retail applications.

Certification or Licensure Requirements
None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
