Lab Program Manager, RFID
Job Description

JOB INFORMATION

Job Code	CA65
Job Description Title	Lab Program Manager, RFID
Pay Grade	RE09
Range Minimum	$54,400
33rd %	$67,100
Range Midpoint	$73,400
67th %	$79,800
Range Maximum	$92,500
Exemption Status	Exempt
Approved Date:	4/25/2024 2:09:25 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Laboratory Operations

JOB SUMMARY

The Lab Program Manager oversees and manages one or more research projects within a program for the Radio Frequency Identification (RFID) Lab that engages in planning and performing analyses and tests required for research, development, and/or quality control in either the Retail, Aerospace/Aviation, or Food Service area.

RESPONSIBILITIES

- Oversees the development, planning, and implementation of projects within a RFID program ensuring goals and objectives are accomplished within parameters.
- Manages the scheduling and timekeeping for student teams, as well as onboarding and training students to ensure projects are properly resourced.
- Coordinates requests for projects with the RFID Lab leadership to ensure the project requirements are clearly defined and communicated. This may include data analysis and retention, research papers, and lab data presentations. Monitors project schedule, progress, and deadlines. Collaborates with the Executive Director and Director to develop implementation presentations to external vendors.
- Creates data for use in grant submission and develop new proposals for research including obtaining financial support.
- Serves as the liaison with external partners, vendors, and funding agencies to facilitate collaboration and information exchange as directed by leadership.
- Supports RFID Lab Directors with formal tours of the laboratory to foster relationships for potential funded research by preparing demonstrations and/or project-related presentations (leading or co-presenting).
- Travels for recruiting, events, and research as necessary.
- Performs other duties as assigned.

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	Business, Engineering, Aviation, or related field.	And	2 years of	Supply chain, inventory or product placement activities.	Or
Master's Degree	Business, Engineering, Aviation, or related field.	And	0 years of	Supply chain, inventory or product placement activities.	
Substitutions Allowed for Experience	Yes				

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong working knowledge of Microsoft Excel.

Strong organizations and communication skills.

Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

In-State; Domestic