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## Auburn University Job Description

Job Title: **Mgr, Lab Research & Planning**

Job Family: No Family

Job Code: **HC10**

Grade RE09 \$54,400 - \$92,500

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Dean for Research, oversees all operations of over 15 research labs for Harrison School of Pharmacy (HSOP). Responsible for identifying safety and training needs, maintaining and planning for future equipment needs and supply inventory management, maintaining certifications in compliance with regulations, and maintaining contracts with vendors in Walker Building, Pharmaceutical Research Building, Green Hall, and Biological Research Facility.

### Essential Functions

1. Partners with the Associate Dean for Research and faculty to develop and implement a long term strategy for overall growth in the HSOP Research Department. Applies knowledge of the program goals and objectives, processes, organization structure, functions, procedures, and policies to evaluate operations in order to identify new equipment needs, cost effective solutions, and maintain inventory control.
2. Advises on equipment evaluation and selection for lab facility requirements. Coordinates the availability, use and maintenance of lab equipment, materials and/or key inventories for strategic planning.
3. Oversees inspections of labs and coordinates safety violation resolution through investigations, recommendation of corrective and preventative measures and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence. Coordinates with Risk Management regarding inspections, findings and resolutions.
4. Oversees the development, management and implementation of policies and programs related to lab safety and compliance. Advises others on issues related to fire and life safety, occupational safety, and health issues relevant to their lab operations. Works with Associate Dean for Research to create regulatory compliance policies and procedures for protection of human and animal subjects, biohazardous materials and other federally regulated compliance areas related to research and research administration.
5. Contributes to the management of research lab operations budgets and coordinates with the Associate Dean for Research regarding financial decisions.
6. Identifies, develops, and implements training programs related to safety and health needs of personnel and students.
7. Serves as emergency contact for labs during holidays and weekends.
8. Maintains contracts with vendors and builds relationships with other campus research leadership on strategic research partnerships. Coordinates with vendors when servicing or delivering equipment.
9. Maintains official records and files in accordance with federal record retention documentation laws as well as institutional regulations.
10. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	Degree in Business Administration and/or Science.
<b>Experience (yrs.)</b>	8	Experience in wet research lab overseeing instrumentation, supplies, lab safety, Graduate Research Assistants, animal vivarium, and post award grant activities

#### 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

Principles and practices of HIPAA, FERPA, the State and federal guidelines for chemical purchase, inventory, and storage and use.

Knowledge of Drug Enforcement Agency (DEA) controlled substance policies and procedures.

Knowledge of Animal vivarium and animal husbandry policies and procedures.

#### Certification or Licensure Requirements

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 9/20/2019

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