
Auburn University Job Description

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| Job Title: | Admstr, Science Labs | Level I | Grade RE06 \$38,600 - \$57,900 |
| Job Code: | HC33 | Level II | Grade RE07 \$42,700 - \$68,300 |
| FLSA status: | Exempt | Level III | Grade RE08 \$47,300 - \$80,400 |

Job Summary

Coordinates and oversees the use of laboratory equipment and supplies; prepares and maintains lab demonstrations, experiments, recitation activities, and instruction.

Essential Functions

1. Contributes to the selection, preparation, and delivery of laboratory courses, experiments, and lecture demonstrations.
2. Maintains established experiments, lab classroom set-ups, and/or lab projects/services.
3. Manages and coordinates the availability, use, and maintenance of laboratory equipment, materials, and/or key inventories.
4. Oversees, directs, and trains graduate and undergraduate students in the proper use of laboratory equipment and supplies and provides expertise and advice concerning safety.
5. Advises on equipment evaluation and selection for lab facility requirements.
6. May direct the instructional lab program for students to include conveying technical information to those enrolled in or teaching labs.

Supervisory Responsibility

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

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|--|
| I | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required. | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields. | Masters degree in discipline appropriate to position with no experience. |
| II | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department. | Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area. | Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Masters degree in discipline appropriate to position with no experience.
- Level II** Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Science or related field

Focus of Experience

Experience in the coordination of lab operations, procedures, and instruction

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

Ability to read electronics color codes. Ability to see colors in spectrum. Ability to distinguish colors of stars.

Date: 1/4/2012
