

JOB INFORMATION

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|-------------------------|------------------------|
| Job Code | HC33A |
| Job Description Title | Admstr I, Science Labs |
| Pay Grade | RE06 |
| Range Minimum | \$41,000 |
| 33rd % | \$47,840 |
| Range Midpoint | \$51,250 |
| 67th % | \$54,670 |
| Range Maximum | \$61,500 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/4/2012 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| Job Family: | Research |
| Job Function: | Lab & Field Operations |

JOB SUMMARY

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

RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | |
|-----------------|-----------------------------|-----|---------------------|---|--|
| Master's Degree | In Science or related field | And | 0 years of | Experience in the coordination of lab operations, procedures, and instruction | |

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

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None 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 | | |

Additional Special Requirements:

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