
Auburn University Job Description

Job Title:	Research Tech, Huntsville	Level I	Grade H23 \$22,300 - \$37,200
Job Code:	HU05	Level II	Grade H24 \$25,000 - \$41,700
FLSA status:	Non-exempt	Level III	Grade H25 \$28,000 - \$46,700
		Level IV	Grade H26 \$31,300 - \$52,100
		Level V	Grade H27 \$35,000 - \$58,400
		Level VI	Grade H28 \$39,300 - \$65,500
		Level VII	Grade H29 \$45,100 - \$75,100

Job Summary

Provides direct technical support to researchers by maintaining, scheduling, and operating facilities and equipment; collecting and/or providing technical expertise on specimens/samples; and gathering/reporting data.

Essential Functions

1. Maintains supplies, equipment and facilities used in conjunction with research activities.
2. Performs scientific data collections, reductions, and analysis involving routine procedures and interprets data.
3. Operates field, laboratory and/or shop equipment used in support of research projects.
4. Performs fieldwork by collecting specimens, samples and gathering data.
5. Inventories and requisitions supplies and equipment.
6. Trains students and staff in the operation of equipment and technical procedures.
7. Assists with laboratory procedures, reports, and research proposals.
8. Maintains and organizes detailed records of studies conducted for computer data entry and records computer results.
9. May assist in the writing of research papers and statements of funding in addition to collecting literature and record searches.

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.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a limited variety of simple, repetitive tasks.	Basic knowledge to perform simple, repetitive tasks related to a scientific or engineering field.	High school diploma or equivalent.
II	Performs routine tasks under close supervision or from detailed and controlled procedures.	Knowledge of standard procedures and tests related to an engineering or scientific field.	High school diploma or equivalent plus 1 year of relevant experience.
III	Performs standardized or prescribed assignment involving a sequence of related operations.	Knowledge of a body of standardized rules, procedures, and operations.	High school diploma or equivalent plus 2 years of relevant experience.
IV	Performs a variety of related tasks.	Knowledge of processes, methods, procedures with a limited range of scientific, or engineering problems.	High school diploma or equivalent plus 3 years of relevant experience.
V	Performs a wide variety of non-routine assignments of differing complexities.	Knowledge to independently conduct tests or experiments and to provide initial analyses of results.	High school diploma or equivalent plus 5 years of relevant experience.
VI	Performs non-routine assignments in moderately complex cases.	Knowledge of established processes, methods, and techniques. Fully competent and proficient in operating sophisticated equipment.	High school diploma or equivalent plus 7 years of relevant experience.
VII	Performs complex steps or an operation or project or completes projects of limited scope or portions of large diverse projects.	Knowledge of a wide range of concepts and practices and some scientific or engineering principles.	High school diploma or equivalent plus 8 years of relevant experience.

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

Auburn University Job Description

Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 1 year of relevant experience.
- Level III** High school diploma or equivalent plus 2 years of relevant experience.
- Level IV** High school diploma or equivalent plus 3 years of relevant experience.
- Level V** High school diploma or equivalent plus 5 years of relevant experience.
- Level VI** High school diploma or equivalent plus 7 years of relevant experience.
- Level VII** High school diploma or equivalent plus 8 years of relevant experience.

Focus of Education

Coursework in content specific area of research

Focus of Experience

Experience in research and/or lab equipment operations

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:

Job related licensure may be required for specific positions.

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.

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 walking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

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

Date: 9/25/2013
