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## Auburn University Job Description

Job Title: **Coord, Lab Operations**

Job Family: No Family

Job Code: **IC19**

Grade RE07 \$42,700 - \$68,300

FLSA status: Exempt

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### Job Summary

Under minimal supervision, this position performs ongoing process and database support for the Department of Pathobiology. Provides oversight, monitors and maintains accurate data in the system for research and reporting.

### Essential Functions

1. Serves as the coordinator for the internal diagnostic specimen submission process. Ensures appropriate compliance with established protocols by tracking the status of testing and communicating the status to the requestor; ensures cases are completed within a timely manner. Serves as a liaison with submitting clinicians and outside veterinarians to ensure appropriate submission procedures. This position will integrate information from the specimen trim room into patient records while ensuring a legally compliant trail of documentation.
2. Provides system and ad hoc reports on a consistent basis providing turnaround times, pending cases, revenue to related diagnostic services, etc., to assist in process improvements initiatives while maintaining the integrity of laboratory specimen handling from receiving to final reporting.
3. Serves as the laboratory information management software superuser; tests database after software upgrades and provides training to new users and on system enhancements. Ensures data integrity in the system and retrains users when needed.
4. Coordinates data needs with students, professors and lab personnel to gather data from the lab information management system to support research projects.
5. Ensures revenue is collected in a timely manner from outside clinics and provides collection reports on a routine basis.

### 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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	College degree in a business or science field.
<b>Experience (yrs.)</b>	2	Experience working in a lab with at least 1 year experience working in an information management data system. The one year experience must include the skills and ability to run reports and ensure data integrity.

#### **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**

Knowledge of lab processes, terminology, and information management data system.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, .

Job occasionally requires and lifting up to 10 pounds.

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

Date: 3/13/2018

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