

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	10/17/2017 12:03:07 PM
Official Title:	Academic Lab Manager II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323107
Job Family:	Laboratory Support

### JOB SUMMARY

The Academic Laboratory Manager II manages the operations of an academic laboratory, to include ensuring the proper material, supplies, and equipment are ordered and that all stores, equipment, and furnishings are kept in good repair.

### NATURE OF WORK

The Academic Laboratory Manager II functions as the second of three levels of an Academic Laboratory Manager, responsible for managing the operation of an academic laboratory, which includes ensuring the adequate supply of necessary materials and the proper use and conditions of equipment and furnishings. Additional responsibilities include supervising and directing the work activities of all assigned laboratory support staff and/or student employees, as well as ensuring the proper training of and procedures for the laboratory to maintain the health and safety of all students and personnel. Job responsibilities require excellent communication and interpersonal skills, as well as the ability to manage infrastructure and material resources such as equipment, chemicals, specimens etc. Work is performed under limited supervision, through the use of specialized tools and established standards. Problems faced in this position are varied, complex, and occasionally ill-defined, requiring some analysis or interpretation of the situation. Errors could easily result in substantial costs, inconveniences, and disruption of services within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

##### Essential Functions

Establishes, implements, and monitors laboratory policies and procedures.

Manages all assigned personnel and/or student workers, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.

Ensures lab operations are efficient, effective, and comply with established procedures

Ensures lab users have been trained on the correct use of the lab equipment, in addition to mentoring and disciplining lab users for not following safety policies/procedures that have been established for the lab.

Oversees laboratory safety and ensures that the laboratory remains in compliance with all local, state and federal regulations. In cases where non-compliance is found, documents the instances as well as how they were abated.

Schedules safety training for new lab users and retraining for lab users who are in need of refresher training to include but not be limited to: equipment training, safety training and/or lab safety plan reviews and ensure the training has been documented.

Ensures all reagents and supplies are available when needed.

Reviews research protocols of internal and external research groups in an effort to stay abreast as to what research projects are occurring in the lab at any given time.

Communicates and enforces laboratory safety rules to internal and external researchers working in the lab.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Field directly related to the area of assignment	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Directly related work experience	X	

