

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 12:03:39 PM
Official Title:	Academic Lab Manger III Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	123108
Job Family:	Laboratory Support

JOB SUMMARY

The Academic Laboratory Manager III provides guidance and direction within instructional laboratories in various department/colleges within an institution.

NATURE OF WORK

The Academic Laboratory Manager III functions as the highest of three levels of an Academic Laboratory Manger, differing from lower-level managers in supervisory duties, job complexity, and span of control. The Academic Laboratory Manager III works with both Undergraduates and Graduate Assistants and is typically responsible for supervising and overseeing the work of teaching assistants. Additional responsibilities may include teaching lower-level courses. Work is performed independently, under general direction, by applying established standards through a broad and deep knowledge base of work acquired from several years of experience in a particular area. Problems faced in this position are varied, complex, and often non-recurring, which may require novel and creative approaches to resolution. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Establishes, implements, and monitors laboratory policies and procedures.

Supervises all assigned teaching assistants, 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.

Manages, orders, and updates inventories.

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.

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.

Additional Responsibilities

May teach lower-level courses.

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		

Work Experience

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

