Lab Management Specialist

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**Job Code:** RESLABSUPPORTTAS3  
**Job Series:** 34213  
**Pay Grade:** CA&P|14|  
**FLSA Category:** NON-EXEMPT

**Job Family**

**Research and Labs:** Provides support and expertise to the design, implementation, and evaluation of various research projects or laboratory environments. Functions include providing technical and professional expertise to projects such as research design and implementation; instrumentation; equipment development, maintenance, and management; statistical and data management; training and oversight regarding safe laboratory operations; supervision and training of students; and participation and authoring of research reports.

**Sub Family**

**Lab Management:** Establishes, implements, and monitors laboratory policies and procedures. Ensures lab operations are efficient, effective, and comply with established procedures.

**Job Responsibilities**

- Provides technical lab support by performing complex laboratory- and research-related tasks, which support faculty and graduate students with research projects.
- Applies expert technical knowledge of equipment construction and troubleshooting, fabrication and machining, and other complex laboratory and/or other research methods and equipment functions.
- Performs a variety of tests requiring a high degree of proficiency.
- Troubleshoots problems and recommends solutions.
- Evaluates experiment results using statistical analysis.
- May instruct a laboratory academic section in research techniques, instruments, methods, and procedures.

**Role**

- Fully proficient in applying established standards for the job.
- Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.
- May supervise or oversee the work of other TAS and/or student employees.
Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards.
- Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers.
- Prioritizes, plans, and organizes own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.
- Uses experience and expertise to anticipate department/discipline’s needs, and handles the situation or identifies appropriate resource.
- Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand.
- Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.

Requirements

Comprehensive knowledge of lab and research support typically obtained through an Associate’s degree in a science or technical field and a minimum of 2 years of laboratory and/or research support experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.