Lab Management Senior Specialist

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<th>Job Family:</th>
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<td>Research and Labs</td>
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<td>Job Series:</td>
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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 senior-level technical research support by performing a broad range of complex laboratory- and research-related tasks.
- Instructs an academic section in laboratory or other research techniques, instruments, methods, and procedures.
- Collaborates with research coordinators, statisticians, clinical/biomedical investigators, and other research faculty to implement a statistical analysis plan.
- Develops and supports new or existing statistical or mathematical software programs in support of research projects.
- Writes documentation.
- Query reports for problematic data (erroneous or illogical data values).
- Develops statistical models and graphics.
- Reviews statistical output for consistency and quality.

Role

- Work is performed by applying established standards independently through a broad and deep knowledge base of the University acquired from several years of experience in a particular area.
- Serves as a resource and guide to others in the department and/or University in questions of policy and procedural issues, precedents, etc.
- Typically supervises or oversees 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.
- Typically organizes, sets priorities, schedules, and reviews work of student workers or volunteers.
- Fully responsible for effectively and independently handling all job responsibilities within scope of authority.
- Decisions and problems are varied, often complex, and involve multiple constituencies, often with competing priorities.
- Coordinates resources from other areas within the University and externally in order to achieve the appropriate outcome.
- Exercises sounds judgment in dealing with confidential information and maintains appropriate level of discretion.

Requirements

Detailed knowledge of laboratory and research support policies, procedures, and methods as well as the ability to handle technical and complex assignments that require the use of independent judgment and discretion. Knowledge typically obtained through a Bachelor’s degree in a related science or technical field and a minimum of 3 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.*