Lab Management Associate

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Sub Family:</th>
<th>Career Track and Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Labs</td>
<td>Lab Management</td>
<td>TAS 2</td>
</tr>
</tbody>
</table>

**Job Code:** RESLABSUPPORTTAS2  
**Job Series:** 34212  
**FLSA Category:** NON-EXEMPT

**Job Family**

**Research & Labs:** Provides support and expertise to the design, implementation, and evaluation of various research projects. Functions include providing technical and professional expertise to research 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**

- Directs and trains faculty and students on safety and laboratory procedures and operation of equipment.
- Provides a wide variety of non-routine technical support for a research lab, project, or facility.
- Constructs and maintains equipment and/or apparatus utilized in research studies.
- Applies expert technical knowledge of equipment troubleshooting, machining, wiring, and related technical fields to help undergraduate and graduate students design, specify, and assemble specialty equipment for research.
- Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software.
- Performs library research.
- Assists in instructing a laboratory academic section in lab methods, procedures, and safety.
- Prepares and monitors technical or laboratory budget.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.
Impact and Complexity

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of standard lab and research support procedures and practices typically obtained through a high school degree or GED 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.