LAB MANAGER (EHRA)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Experimental/Research Design | * Develop, design and conduct one or more small or moderately complex research projects or experiments in line with plan, reviews progress and evaluates results. * Operate with considerable latitude in unreviewed actions or decisions. May act as liaison with other departments, divisions or organizations. * Develop protocol and criteria; determine interview procedures and approve protocols; may also design intervention protocols. * Design and organize experiments. * Formulate research methods and suggest options for improving quality, identify potential problems, recommend and implement solutions, and collaborate in the development of new techniques. |
| Lab Management | * Manage operation of a specialized laboratory or multiple labs including design and use of the laboratory for experiment selection, implementation and analysis. * Manage purchasing, financial, and personnel activities with decision-making authority. * Assure safety protocols and other regulatory factors are written, up to date, and in compliance for the laboratory. * Lead lab/group meetings to review findings, discuss research aims, develop skills, and provide overall direction. |
| Data Management/Analysis | * Coordinate data collection and screening and verify the data. Conduct analysis of data, interpret and implement research methodology based on outcome of analysis. * Oversee data management and evaluation, which may involve the use of specialized software to analyze and store data. |
| Project Management | * Train, assist, and collaborate with students, post-docs, and faculty to determine the structure/composition/dynamics for experiments and education. * Establish daily laboratory priorities and assign jobs to lab members. Ensure all assigned functions are aimed towards a common research goal. * Mange project timelines to ensure goals and milestones are met. |
| Scientific Contribution/ Presentation of Results | * Co-author publications and may co-present results with Principal Investigator at meetings and/or conferences. * Communicate all outcomes of the research with PI, in presentations, as well as contribute to writing publications and grant. |
| Administrative Duties | * Oversee day-to-day operation of project, and may supervise exempt and non-exempt research and support personnel. * Provide expertise to further the department's instructional and research goals. Develop short-term and long-term plans to track project goals, budgetary issues such as lab purchases and salary costs, and time management of personnel and equipment. * Assist in grant and manuscript preparation, oversee ordering and budgets. |
| Training | * Develop training programs and train users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. * Identify and prioritize education and development programs that benefit the lab and maintain up to date skills for lab personnel. |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |