

Laboratory Research Supervisor

Job Code: 6867

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Supervises staff and student research assistants, undertaking externally funded projects across a variety of data streams.

- Oversees day-to-day laboratory operations, coordinating with scientific/research staff.
- Supervises staff and student employees, including hiring, training and evaluation.
- Evaluates workload and capacity of personnel to continually enhance operations and make recommendations for improvement.
- Documents processes in detail and creates standardized protocol formats. Assists with the development and implementation of standardized operating procedures.
- Develops schedules and timelines for projects. Monitors tasks and manages projects, implementing changes as needed to complete projects within scheduled time frame.
- Assists with associated project reporting.
- Performs related duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 66 months of related experience.

Experience:

Required: 18 months of experience working in a basic science research facility/laboratory with supervisory responsibilities.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty, and staff
- Able to supervise students and communicate directions and expectations effectively
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Able to produce reports and complete work within deadlines

Working Conditions

Physical:

Sitting for prolonged periods. Ability to engage in repetitive motions.

Environmental:

Standard office environment.

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