



Job Specification

Job Title: Research Equipment Specialist
BCAT Code:470X AL
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Maintains and coordinates use of all research and instructional equipment in a department.

Examples of Duties

- Coordinates faculty and student use of equipment.
- Maintains and performs preventive maintenance on equipment.
- Orders supplies and replacement parts as needed for equipment.
- Performs minor repairs on equipment including networked computers that are used for research purposes.
- Sets up laboratory or other research areas.
- Maintains equipment calibration logs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of assigned research areas and equipment.
- Ability to communicate effectively both verbally and in writing.
- Effective organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree in a related area; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.