Georgia State University

Job Specification

Job Title: Research Equipment Specialist

BCAT Code: 09PX07
Pay Grade: G11
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

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

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

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

Minimum GSU Hiring Standards
Bachelor’s degree in a related area; or a combination of education and related 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.