**Title:** Division Director, Hoxworth (Director, Laboratory Services – Hoxworth)  

**Pay Scale Group:** 21

**Essential Function**

Under general supervision from a designated administrator, assist in coordinating and directing all operations of the Reference and Compatibility Labs or the Donor Processing and Special Projects Labs.

**Characteristic Duties**

- Coordinate and direct day-to-day laboratory operations in accordance with established policy; provide technical and troubleshooting expertise.
- Assist in establishing appropriate operating procedures that ensure compliance with federal, state and AABB regulations.
- Prepare budget requests and monitor budgeted expenses for specific labs. Arrange for term contracts on supplies.
- Monitor the service level of vendors and suppliers.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

**Minimum Qualifications**

- MT (ASCP) SBB Certification or Master’s degree in Immunohematology; -OR- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience. Degree must be in a related science. Experience may also require at least three years supervision.

*Last updated: October 2010*