UNIVERSITY OF SOUTHERN CALIFORNIA
Student Information Technician II
Job Code: 137011

Grade: E
OT Eligible: Yes
Comp Approval: 10/18/2013

JOB SUMMARY:
Provides requested information to students. Assists in administrative matters and in providing
direction to subordinates.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
[ ] Yes

Performing the duties of the position is essential to the continuity of the operations of the
unit during a disaster.  Individuals who perform essential functions of their positions must
remain available to come to work during an emergency.  If you are unable to report to
work during an emergency, please see your supervisor to discuss alternative work
duties.

MINIMUM QUALIFICATIONS:
Minimum Education:
High school or equivalent

Minimum Experience:
6 - 12 months

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to
“report to duty” in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
High school or equivalent

Minimum Experience:
6 - 12 months
Minimum Field of Expertise:
   General office

Preferred Field of Expertise:
   Student services

Skills: Administrative:
   Answer telephones
   Coordinate work of others
   Edit routine documents
   Establish filing systems
   Gather data
   Input data

Skills: Machine/Equipment:
   Adding machine
   Calculator
   Computer network (department or school)
   Computer network (university)
   Personal computer
   Photocopier
   Typewriter
   Word processor

Supervises: Level:
   Leads one or more employees performing similar work.

SIGNATURES:

Employee: ___________________________  Date:_____________________________

Supervisor: _________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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