UNIVERSITY OF SOUTHERN CALIFORNIA
Electronics Hardware Engineer
Job Code: 167311

Grade: TJ
OT Eligible: Yes
Comp Approval: 10/1/2008

JOB SUMMARY:
Supports the research, design and development of prototype and limited production electronic hardware required for ISI research projects.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ ______ Handles all phases of prototype design including: design and capture of circuits using a CAE/CAD workstation; design simulation and fault isolation; design verification and test, design of test adapters and writing test plans. Performs initial layout floor planning. Creates bill of material and initiates parts orders. Creates and maintains design documentation for originals and revisions.

______ ______ Provides support for limited production runs of modules. Coordinates vendor services and performs some assembly work.

______ ______ Writes reports on experimental and developmental results.

______ ______ Stays informed of new developments and technologies.

______ ______ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*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:
Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:
1 year

Minimum Field of Expertise:
Knowledge of electronic test equipment such as oscilloscope, logic analyzer, signal generators meters and test systems required.

**Preferred Education:**

Master's degree

**Preferred Experience:**

3 years

**Skills: Administrative:**

Communicate with others to gather information
Research information

**Skills: Other:**

Analysis
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

**Skilled in:**

Computer-Aided Design (CAD) tools
Programming languages
Quality assurance/testing methods, tools and techniques
Technical documentation

**Skills: Machine/Equipment:**

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises: Level:**

May oversee student and/or temporary workers.

**Comments:**

May require periodic weekend or evening 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.

The University of Southern California is an Equal Opportunity Employer