UNIVERSITY OF SOUTHERN CALIFORNIA
Electronics Laboratory Assistant - MOSIS
Job Code: 167379

Grade: G
OT Eligible: Yes
Comp Approval: 11/3/1997

JOB SUMMARY:
Provides electronic test support for semiconductor wafer engineering laboratory for MOSIS Service. Maintains equipment inventory utilizing database software. Provides leadership and guidance to production clerks. Provides administrative support and back up for department as needed.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Operates specialized equipment for testing wafers and integrated circuits. Handles simple problems and refers more complex problems to test engineer.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Arranges for repair of equipment. Obtains quotes, requests purchase orders, and ships broken equipment. Performs backup of data on workstations. Purges air compressor tank on a regular basis.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains an inventory of equipment. Documents inventory by utilizing database software. Prepares inventory reports and distributes to appropriate personnel as required.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Utilizes computer programs to generate sales orders, invoices, and invoice labels for MOSIS customer orders. Ensures information contained in documents matches handwritten sales orders. Attaches sales orders to customer order paperwork. Attaches invoice labels to envelopes. Files customer order paperwork.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides leadership and guidance to production clerks. Assists production clerks with inspection of packaged parts. Provides backup for production clerks as needed.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Maintains files and materials storage areas. Responds to requests for information. Organizes and monitors mask and wafer storage areas regularly. Moves items from short-term to long-term storage as necessary. Enters mask and wafer location in logbook or database.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Cleans and organizes laboratories daily. Vacuums laboratories weekly. Orders laboratory supplies. Liaises to Business Office for facilities issues involving the laboratory.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Performs other administrative tasks as required. Provides backup for receptionist. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

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

EMERGENCY RESPONSE/RECOVERY:
Essential: □ No
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
Combined experience/education as substitute for minimum education

Minimum Experience:
1 Year

Minimum Field of Expertise:
Experience as an assistant in an electronics laboratory. Familiar with standard electronic test equipment and computer user interfaces. Basic skills in file manipulations and text file editing on at least one widely used computer operating system (Unix, VMS, DOS).

Preferred Education:
Associate's Degree
Specialized/Technical Training

Preferred Field of Expertise:
Experience as a MOSIS production clerk.

Skills: Administrative:
Assemble and organize numerical data
Communicate with others to gather information
Compose letters
Compute totals
Establish filing systems
Gather data
Input data
Maintain filing systems
Read handwritten text
Use database and/or word processing software

Skills: Machine:
Calculator
Computer Network (Department or School)
Personal Computer

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: _______________________________ 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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