UNIVERSITY OF SOUTHERN CALIFORNIA
Process Support Engineer
Job Code: 167407

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

JOB SUMMARY:
Supports interfaces and characterizes fabrication processes to allow implementation of complex electronic circuits implemented in advanced Very Large Systems Integration (VLSI) processes for fabrication through the Metal Oxide Semiconductor Implementation Service (MOSIS) at ISI.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME
______ ______ Supports interfaces from MOSIS to commercial vendors' processes for photolithography, integrated circuits, printed circuit boards and multi-chip modules. Performs measurements of processes and program applications to analyze measured data.
______ ______ Prepares documentation on vendor processes for use by MOSIS designers. Provides links to both internal MOSIS software and technology files, design kits, etc. for CAD software.
______ ______ Travels to conferences and seminars as requested.
______ ______ 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

**Preferred Field of Expertise:**
- Knowledge of data analysis tools such as RS/I preferred.

**Skills:** **Administrative:**
- Communicate with others to gather information
- Edit technical or scientific text
- Understand and apply policies and procedures

**Skills:** **Other:**
- Analysis
- Conceptualization and design
- Organization
- Planning
- Problem identification and resolution

**Skilled in:**
- Programming languages
- 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.
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