JOB SUMMARY:
Supports development of computer-based systems. Handles the support for hardware and/or software for one or more subsystems. Collaborates with peers developing other subsystems. Provides technical computer engineering support on well-defined engineering problems.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

---  ---  Applies electrical and computer engineering principles in supporting research and development activities. Solves most engineering problems with minimal supervision.

---  ---  Coordinates with hardware engineers and software developers to select appropriate solutions. Monitors design concepts. Makes presentations at project meetings and internal design reviews.

---  ---  Creates and assembles engineering documentation for technical reports. May write sections of technical reports.

---  ---  Conducts tests as assigned. Documents test 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:  

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:
3 years

Minimum Field of Expertise:
Basic knowledge of computer system hardware, software, laboratory test equipment and modern system design methodologies.

**Preferred Education:**

Master's degree

**Preferred Experience:**

4 years

**Skills: Administrative:**

Communicate with others to gather information
Presentation slide creation (e.g., Keynote, PowerPoint)
Research information
Understand and apply policies and procedures

**Skills: Other:**

Analysis
Assessment/evaluation
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Public speaking/presentations

**Skilled in:**

Applications/systems development methodologies
Database programming
Engineering software tools
Mathematics
Operating systems
Programming languages
Quality assurance/testing methods, tools and techniques
Software design tools
Technical documentation
Web scripting and programming languages

**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.

**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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