UNIVERSITY OF SOUTHERN CALIFORNIA

Arts Laboratory Technician I

Job Code: 169007

Grade: D
OT Eligible: Yes
Comp Approval: 4/16/1999

JOB SUMMARY:
Assists in providing studio/laboratory/facility technical services for a school or department to support faculty, students, and staff of performing or visual arts. Prepares and maintains studio facilities, equipment, and materials for laboratory instruction.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

---       Provides studio/laboratory/facility technical services to support faculty, students, and staff of performing or visual arts school.

---       Assists with operation and maintenance of one or more studio/laboratory facilities. Maintains facility in an orderly, operable condition.

---       Assists with fabricating, constructing, or adapting equipment, materials, and/or fixtures to meet specific needs of studio/laboratory/facility. Operates, maintains, and makes standard repairs of equipment.

---       Assists with implementation of studio/laboratory/facility procedures and policies. Ensures operational procedures are in place and followed. Gives direction and assistance to staff and student workers on use of equipment and materials. Complies with health and safety standards.

---       Monitors and maintains inventory levels of laboratory supplies and equipment. Orders or secures supplies and upgrades equipment as needed. 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:

Associate’s Degree
Specialized/Technical Training
Combined experience/education as substitute for minimum education
Minimum Experience:

6 - 12 Months

Minimum Field of Expertise:

Specialized experience and training in applicable performing or visual arts.

Preferred Education:

Bachelor's Degree

Preferred Experience:

1 Year

Skills: Other:

Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Supervises: Level:

May oversee student, temporary and/or casual workers.

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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