UNIVERSITY OF SOUTHERN CALIFORNIA

Research Lab Technician I

Job Code: 185011

 Grade: E
 OT Eligible: Yes
 Comp Approval: 6/27/2005

JOB SUMMARY:
Provides basic technical assistance to other laboratory technicians in conducting research experiments. Conducts standardized tests and procedures under close supervision.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Prepares experimental materials using laboratory protocols and safety guidelines.
______ Collects and sterilizes dishware and glassware for use in laboratory.
______ Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols.
______ Sets up and operates standard laboratory equipment.
______ Maintains accurate records of procedures used to conduct basic experiments. Performs limited routine analysis and provides basic interpretations.
______ Prepares chemical solutions under the direction of an experienced technician.
______ Stocks and maintains laboratory supplies. Monitors inventory levels and orders or secures supplies as needed.
______ Maintains laboratory environment in orderly, operable condition.
______ Learns basic laboratory safety and, if appropriate, basic radiation or blood borne pathogen safety under the direction of the USC Safety Office and more experienced laboratory staff.

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  [ ] 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:**  
6 - 12 Months  
Combined education/experience as substitute for minimum experience  

**Minimum Field of Expertise:**  
Ability to follow detailed instructions, oral and written  

**Preferred Education:**  
Associate's Degree  
Specialized/Technical Training  

**Preferred Field of Expertise:**  
Prefer familiarity with laboratory procedures and equipment  

**Skills: Laboratory:**  
General Laboratory Techniques  
Maintenance of Lab Notebook  

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