UNIVERSITY OF SOUTHERN CALIFORNIA

Research Lab Technician II

Job Code: 185015

Grade: F
OT Eligible: Yes
Comp Approval: 6/2/1994

JOB SUMMARY:
Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments which are non-routine and vary in complexity with minimal direction. Compiles data and computes results for a variety of research procedures, tests and techniques.

JOB ACCOUNTABILITIES:

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<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tbody>
<tr>
<td>_____</td>
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<td>Conducts research experiments in accordance with laboratory and safety protocols. Collects field and/or laboratory measurements and data. Computes results for a variety of research procedures, tests and techniques.</td>
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<td>Maintains accurate records of procedures used to conduct experiments. Uses laboratory/computer equipment to conduct analyses of experiment data. Provides routine interpretations of analyses.</td>
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<td>Maintains and calibrates laboratory equipment. Performs or arranges for basic repairs. May alter equipment to meet experiment requirements. Makes recommendations for equipment acquisitions.</td>
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<td>Prepares chemical solutions for experimental use.</td>
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<td>Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols.</td>
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<td>Maintains and organizes laboratory supplies. Monitors inventory levels and orders or secures supplies as needed.</td>
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<td>Maintains research facility in orderly, operable condition. Maintains security and safety of equipment, samples, specimens and data.</td>
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<td>Conducts library research to assist in the planning and design of experiments.</td>
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<td>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.</td>
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*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:**
- Associate’s Degree
- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years

**Minimum Field of Expertise:**
- Working knowledge of laboratory equipment and research protocols. Knowledge of computer analysis techniques and ability to provide routine analysis and interpretation of research data.

**Preferred Education:**
- Bachelor’s Degree

**Preferred Field of Expertise:**
- Bachelor Degree in related field can be substituted for minimum experience requirements.
- A working knowledge of laboratory equipment and research protocols is also required.

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

**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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