UNIVERSITY OF SOUTHERN CALIFORNIA

Research Lab Specialist

Job Code: 185023

Grade: I
OT Eligible: No
Comp Approval: 6/2/1994

JOB SUMMARY:
Collaborates with principal investigator and other researchers to plan, design and conduct highly technical and complex research projects. Analyzes research data and provides interpretations. Contributes to the development of research documentation for publication. May supervise other employees engaged in laboratory technical services on a regular or project basis.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>% TIME</th>
<th>*E/M/NA</th>
<th>Plans and conducts highly technical and complex research projects, procedures and analyses. Supervises other research personnel in procedures, techniques and use of equipment as needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E</td>
<td>Evaluates research data requiring significant knowledge of a specialized area of research. Maintains accurate records. Prepares technical reports and papers.</td>
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<tr>
<td></td>
<td>M</td>
<td>Operates and maintains sophisticated laboratory/scientific equipment. Designs, creates or adapts equipment and procedures to meet specific research needs.</td>
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<tr>
<td></td>
<td>E</td>
<td>Collaborates with principal investigator and other research personnel to plan and design experiments. Advises on methods for improving experiment results. Reviews progress and discusses with principal investigator.</td>
</tr>
<tr>
<td></td>
<td>NA</td>
<td>Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed.</td>
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<tr>
<td></td>
<td>E</td>
<td>Advises on acquisition or enhancement of specialized equipment and laboratory setup or design.</td>
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<td>E</td>
<td>Contributes to the development and implementation of laboratory procedures and policies.</td>
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<tr>
<td></td>
<td>NA</td>
<td>Identifies, researches, compiles and evaluates data sources and background information in area of specialization to enhance planning and design of experiments.</td>
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<tr>
<td></td>
<td>M</td>
<td>Stays current in field of specialization through coursework, reading journals and scientific papers, maintaining professional networks and attending seminars and conferences as appropriate.</td>
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</tbody>
</table>

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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:
- Related Graduate Study
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 5 Years

Minimum Field of Expertise:
- Directly related education and experience in research specialization with advanced knowledge of equipment, procedures and analysis methods and ability to supervise on a regular or project basis

Preferred Education:
- Master's Degree

Preferred Experience:
- 7 Years

Skills: Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Staff development
- Supervisory Skills

Skills: Laboratory:
- Advanced Laboratory Safety Techniques
- Assistance in Publication Preparation
- Basic Laboratory Safety Techniques
- Blood Borne Pathogen Safety Precautions
- General Laboratory Techniques
- Maintenance of Lab Notebook
- Radiological Safety Techniques

Skills: Machine:
Centrifuge
Computer Network (Department or School)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopiier

**Supervises: Level:**
Supervises employees and student workers

**Supervises: Nature of Work:**
Technical

**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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