UNIVERSITY OF SOUTHERN CALIFORNIA

Instructional Lab Tech, Senior

Job Code: 185115

Grade: H
OT Eligible: Yes
Comp Approval: 5/10/2012

JOB SUMMARY:
Provides advanced or specialized laboratory technical services and support to students and faculty of instructional labs. Prepares and maintains laboratory facilities, equipment and materials for experiments. Works with lecturers to plan exercises, lectures and exams. Leads other laboratory technicians in their work assignments.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Provides advanced or specialized laboratory technical services and support to faculty and students of instructional labs. Coordinates and plans lab exercises with lecturers. Tests and conducts experiments, exercises and demonstrations. Provides technical assistance regarding pre and post experiment preparations and processes. Assists with preparation of exams and lectures.

______ Constructs, adapts or acquires specialized lab equipment to meet specific instruction or research needs. Troubleshoots, operates, repairs and maintains equipment and instrumentation. Instructs and supervises staff, students and lecturers in use of specialized equipment.

______ Prepares detailed reports of laboratory preparation and activities as requested.

______ Ensures compliance with health and safety standards of laboratory operations.

______ Controls and monitors supply inventories. Approves supply orders and negotiates directly with vendors as appropriate. Oversees the maintenance, cataloging and inventory control of slides and other teaching materials used by faculty and students.

______ Maintains research facility in orderly, operable condition. Maintains security and safety of equipment, samples, specimens and data. Prepares and labels materials and waste for storage and disposes as needed.

______ Conducts library research to assist in the planning and design of experiments.

______ Provides direction to other laboratory assistants. Assists in hiring, training and scheduling work assignments. Monitors work and provides performance feedback.

______ Hosts visitors to laboratory, interfacing between lab staff and guests.

Performs 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:**
- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Directly related education and experience in area of instruction providing strong knowledge of lab protocols and safety guidelines and computerized analysis methods. Ability to plan, prioritize, organize and schedule activities to meet both short-term and long-term deadlines. Knowledge of database operations and data acquisition.

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 3 years

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate work of others
- Establish filing systems
- Establish records
- Gather data
- Input data
- Interpersonal skills
- Maintain filing systems
- Prioritize different tasks
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Laboratory:**
- Animal handling
- Assistance in publication preparation
- Basic laboratory safety techniques
- Equipment maintenance
- General laboratory techniques
- Maintenance of cultures
- Maintenance of lab notebook
- Tissue culture
Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
Leads one or more employees performing similar work.

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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