UNIVERSITY OF SOUTHERN CALIFORNIA

Laboratory Coordinator

Job Code: 185116

Grade: I

OT Eligible: Yes

Comp Approval: 12/12/2007

JOB SUMMARY:
Provides laboratory technical services and supports lab activities for faculty and students. Monitors lab and equipment usage. Serves as facilities coordinator for all maintenance, relocation, and upgrade of laboratories and/or buildings. Ensures facilities meet state and University safety, security and cleanliness rules and regulations. Administers and monitors laboratory equipment inventory and purchasing. May supervise staff and/or student workers.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______  ____ Provides laboratory technical services to faculty and students. Supports activities for laboratories such as setting up labs for instruction, assisting faculty and students with experiments and/or research, etc.

______  ____ Monitors utilization and condition of laboratory and equipment. Maintains inventory, lab equipment and facilities. Oversees laboratory storage facilities. Tests, and upgrades laboratory equipment. Constructs, adapts, repairs or acquires specialized equipment, as needed.

______  ____ Assists with the preparation of reports of laboratory activities. Makes recommendation for equipment and facilities upgrades and/or purchases.

______  ____ Administers laboratory budget(s). Monitors and/or controls laboratory expenditures. Reconciles expenditures to records and initiates any corrective actions. Interfaces with purchasing and external vendors to verify prices and/or resolve discrepancies, as needed. Gathers pertinent information and prepares financial reports and projections for management, as requested.

______  ____ Serves as facilities coordinator for all relocation, maintenance, repair and upgrade of laboratories and/or building(s). Conducts facilities inspections, as required. Interacts with University departments and/or outside contractors and vendors for facilities operations, maintenance, construction and renovations projects, as required. Ensures that equipment and facilities adhere to University and state safety, security and cleanliness rules and regulations. Informs faculty, staff and students of any health, safety and security issues, as needed.

______  ____ Assists faculty with preparation of research proposals involving laboratory equipment and/or facilities.

______  ____ Coordinates and administers special events, meetings, and/or tours of laboratory facilities.

______  ____ May supervise and train staff and/or student workers. Schedules and assigns work. Demonstrates techniques, equipment or procedures to others. 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
Combined experience/education as substitute for minimum education

Minimum Experience:

2 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Laboratory operations and equipment experience. Budget and financial experience.

Preferred Education:

Bachelor's Degree

Skills: Administrative:

Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Compute totals
Coordinate events
Coordinate meetings
Gather data
Input data
Research information
Understand and apply policies and procedures
Understand and enforce regulatory guidelines

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Facilitation
Interpretation of policies/analyses/trends/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Teaching/Training

Skills: Laboratory:

- Advanced Laboratory Safety Techniques
- Basic Laboratory Safety Techniques
- Equipment Maintenance
- General Laboratory Techniques
- Maintenance of Lab Notebook

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Laboratory Equipment
- Personal Computer
- Photocopier

Supervises: Level:

- Leads one or more employees performing similar work
- 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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