UNIVERSITY OF SOUTHERN CALIFORNIA

Instructional Laboratory Manager

Job Code: 185117

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<th>Grade:</th>
<th>K</th>
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<tbody>
<tr>
<td>OT Eligible:</td>
<td>No</td>
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<tr>
<td>Comp Approval:</td>
<td>10/24/1994</td>
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**JOB SUMMARY:**
Supervises the operation, maintenance, allocation and utilization of space and equipment of one or more instructional laboratory facilities for a school or academic or research department. Provides technical laboratory expertise and guidance to faculty, staff, and students in the design and execution of experiments. Oversees program operations and administrative functions including planning and scheduling, program evaluation, policy implementation, and personnel administration. Contributes to design of program content, policies and strategic planning efforts.

**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>ACTION</th>
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<td>Oversees the operation and maintenance of one or more laboratory facilities in a school or academic or research department. Provides advice on laboratory setup or design, equipment acquisition, laboratory operation and monitoring, and maintenance. Develops and implements operating procedures and standards to ensure laboratory safety and overall organization and cleanliness.</td>
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<td>Controls equipment and supplies inventory. Recommends purchase, locates, negotiates prices, and orders equipment and supplies for funded research, proposals, graduate research and student labs. Maintains vendor contacts and backup purchase documentation files for reference or reporting, as needed.</td>
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<td>Prepares long and short range plans for the use of facilities. Maintains analysis of space and equipment requirements and allocates usage based on departmental priorities.</td>
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<td>Plans and develops program objectives and content. Researches and identifies trends and needs and establishes program directions accordingly. Assesses quality of program operations. Modifies existing program services or creates new program offerings to maintain or enhance program standing. Develops curricula and course materials and coordinates faculty recruitment and involvement. Links program with other relevant departments on or off campus as necessary.</td>
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<td>Hires, trains, assigns, prioritizes and schedules work. Assesses performance and gives feedback. Counsels or disciplines, as needed.</td>
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<td>Determines laboratory staffing requirements based on scheduled research projects and labs. Supervises the work of staff and/or student workers assisting in the laboratory.</td>
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<td>Oversees the preparation of laboratory lectures, and proctoring and scoring of laboratory examinations. Maintains student scores and assists in assigning course grades.</td>
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<td>Responds to complaints and suggestions from students, parents, TAs, and faculty. Mediates disputes between TAs and students in compliance with University policies.</td>
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Manages environmental health and safety programs. Conducts safety inspections, determining whether conditions are safe and any remedial actions required to allow work to continue. Provides health and safety equipment. Maintains records for compliance with government and University regulations.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Acts as a resource to the public and media in the area of expertise.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to 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:**

Master's Degree

**Minimum Experience:**

3 Years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Laboratory instrumentation

**Preferred Education:**

Doctorate

**Preferred Experience:**

5 Years

**Preferred Field of Expertise:**

Undergraduate laboratory Instruction

**Skills:**  Other:

Analysis

Assessment/evaluation
Budget control
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Mediation
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Supervises: Level:

Supervises employees and student 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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