JOB SUMMARY:
Serves as andrologist/embryologist under supervision of senior staff and/or Lab Director.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Performs all aspects of Andrology/Embryology under supervision of senior staff and/or Lab Director.

_____ _____ Implements andrology/embryology procedures in accordance to university’s policy and protocols for quality control and ensures compliance with the state and federal agency standards, including CA Department of Health, College of American Pathologist (CAP) and Food and Drug Administration (FDA).

_____ _____ Assists with clerical and other administrative duties, as assigned.

_____ _____ Participates in departmental education programs such as journal club, and participates in professional associations to enhance work performance.

_____ _____ Performs retrievals, conventional inseminations and prepares resources necessary for upcoming cases.

_____ _____ Performs oocyte and embryo grading. Performs fertilization checks, embryo transfers and assists with hatching.

_____ _____ Communicates and interacts with patients, clinical staff and laboratory personnel as applicable.

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  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

**Minimum Experience:**
0 - 6 months

**Minimum Field of Expertise:**
Bachelor of Science in Biological Science or related field. Basic knowledge of reproductive biology, male/female reproductive systems, embryology and in-vitro fertilization. Ability to manipulate oocytes/embryos under microscope. Knowledge of aseptic techniques management and specialized equipment for embryology/andrology procedures. Ability to handle hazardous specimens, utilization of stereo, compound and inverted microscopes. Demonstrated written and oral communication skills.

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets

**Skills: Laboratory:**
- Basic laboratory safety techniques
- General laboratory techniques
- Media preparation

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Microscope
- Personal computer
- Photocopier

**Supervises: Level:**
May oversee student, temporary and/or resource 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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