UNIVERSITY OF SOUTHERN CALIFORNIA
Embryologist III
Job Code: 187031

Grade: 00
OT Eligible: Yes
Comp Approval: 8/5/2015

JOB SUMMARY:
Serves as an independent andrologist/embryologist without supervision. Performs routine diagnostic services and andrological/embryological procedures, as assigned. Assists with training Embryologist I and II staff members.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Serves as independent andrologist and/or embryologist and performs all aspects of andrology and embryology without supervision.  
Implement andrological and embryological 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. Performs cryopreservation thawing process of cells. Executes Intra-cytoplasmic sperm injection (ICSI) and micromanipulation.
Communicates and interacts with patients, clinical staff and laboratory personnel as applicable.
Assists with training Embryologist I and Embryologist II and provides Embryologist IV input regarding training needs for Embryologist I and II position.
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 REPSONSE/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:
- Bachelor's degree

Minimum Experience:
- 7 years

Minimum Field of Expertise:
- Bachelor of Science in Biological Science or related field. Embryology Laboratory Scientist (ELS) certificate from American Association of Bioanalyst.
- Minimum 7 years of experience in IVF procedures or as embryologist in a university/clinical laboratory setting. Working knowledge of reproductive biology, male/female reproductive systems, embryology, in-vitro fertilization and cryopreservations. Ability to use and handle equipment in the IVF laboratory. Proficiency in handling embryo and cryopreservation procedures. Demonstrated written and oral communication skills.

Preferred Education:
- Master's degree

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

Skills: Other:
- Teaching/training

Supervises: Level:
- May oversee student, temporary and/or resource workers.
- Trains employees on specific skills and tasks as required.

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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