



JOB INFORMATION

Job Code:	185707
Job Title:	Animal Laboratory Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Animal Resource
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Under direct supervision, provides routine and technical care to animals for experimental use. Cleans and maintains cages and equipment and documents activities as required by regulations.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	Or
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to begin educational programs leading to examination at the Assistant Laboratory Animal Technician level.
	X	Associate's degree or Bachelor's degree in Animal Science, Animal Health Technology, or other relevant Biological Science

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Assistant ALT Certification with experience in a veterinary hospital kennel or animal research laboratory.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Distributes food and water to animals and ensures that food and water are free from contamination. Ensures that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort.				
Evaluates animals for health and welfare daily. Communicates animal health and/or welfare problems to veterinary staff and appropriate stakeholders. Provides humane euthanasia to animals as needed to minimize pain and distress and for colony maintenance, according to established protocols.				
Assists senior staff with handling animals during procedures.				
Maintains cleanliness and organization of cages, equipment, and facilities. Performs routine cleaning of animal cages and associated animal care equipment. Maintains and cleans animal housing facilities. Provides environmental enrichment to animals, including exercise of larger animals as needed.				
Maintains animal records and records of facility cleaning and sanitation procedures, facility environmental conditions, and use and maintenance of equipment. Maintains inventory of storeroom supplies. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.