



USC University of
Southern California

Instructional Lab Tech, Senior Job Description

JOB INFORMATION

Job Code:	185115
Job Title:	Instructional Lab Tech, Senior
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Instructional Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides advanced or specialized laboratory technical services and support to students and faculty of instructional labs. Prepares and maintains laboratory facilities, equipment and materials for experiments. Works with lecturers to plan exercises, lectures and exams. Leads other laboratory technicians in their work assignments.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related education and experience in area of instruction providing strong knowledge of lab protocols and safety guidelines and computerized analysis methods.
X		Ability to plan, prioritize, organize and schedule activities to meet both short-term and long-term deadlines.
X		Knowledge of database operations and data acquisition.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides advanced or specialized laboratory technical services and support to faculty and students of instructional labs. Coordinates and plans lab exercises with lecturers. Tests and conducts experiments, exercises and demonstrations. Provides technical assistance regarding pre- and post-experiment preparations and processes. Assists with preparation of exams and lectures.				
Constructs, adapts or acquires specialized lab equipment to meet specific instruction or research needs. Troubleshoots, operates, repairs and maintains equipment and instrumentation. Instructs and supervises staff, students and lecturers in use of specialized equipment.				
Prepares detailed reports of laboratory preparation and activities as requested.				
Ensures compliance with health and safety standards of laboratory operations.				
Controls and monitors supply inventories. Approves supply orders and negotiates directly with vendors as appropriate. Oversees the maintenance, cataloging and inventory control of slides and other teaching materials used by faculty and students.				
Maintains research facility in orderly, operable condition. Maintains security and safety of equipment, samples, specimens and data. Prepares and labels materials and waste for storage and disposes as needed.				
Conducts library research to assist in the planning and design of experiments.				
Provides direction to other laboratory assistants. Assists in hiring, training and scheduling work assignments. Monitors work and provides performance feedback.				
Hosts visitors to laboratory, interfacing between lab staff and guests.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.