



USC University of
Southern California

Instructional Laboratory Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	185117
<i>Job Title:</i>	Instructional Laboratory Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Instructional Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Doctorate	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 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
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with laboratory instrumentation
	X	Experience with undergraduate laboratory instruction

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				
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.				
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.				
Hires, trains, assigns, prioritizes and schedules work. Assesses performance and gives feedback. Counsels or disciplines, as needed.				
Determines laboratory staffing requirements based on scheduled research projects and labs. Supervises the work of staff and/or student workers assisting in the laboratory.				
Oversees the preparation of laboratory lectures, and proctoring and scoring of laboratory examinations. Maintains student scores and assists in assigning course grades.				
Responds to complaints and suggestions from students, parents, TAs, and faculty. Mediates disputes between TAs and students in compliance with university policies.				
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.				

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.