



## JOB INFORMATION

Job Code:	164001
Job Title:	Associate Software Engineer
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Systems Engineering
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

## JOB SUMMARY

Writes, edits and updates software application code, utilizing standard testing procedures and techniques. Performs limited systems analysis under direct supervision of more experienced programming staff. Designs functions aligned with overall service architecture and collaborates with others when decisions and direction may have security implications.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	Computer Engineering	Or
	X	Bachelor's degree	Electrical Engineering	

### 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	1 year	of experience in IT/programming.	

### 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		Experience with programming and documentation procedures, programming methods and operator instructions.
X		Knowledge of one or more relevant programming languages, and the ability to gain needed contexts for domains.
X		Comprehensive knowledge of architecture, design and development of software solutions.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent organization, planning, analytical and problem-solving skills.
X		Experience weighing economic costs and values objectively, supporting coworkers on a project basis, and contributing to discussions in a civil manner.
X		Excellent written and oral communication skills, able to provide both detailed information as well as summaries to varied audiences.
	X	Experience conducting unit/performance tests, systems integration and user acceptance.
	X	Demonstrated experience with Python, Javascript, C/C++, Java, Ruby and/or other advanced programming languages.
	X	Experience with Unix/Linux programming and/or administration.
	X	Substantial knowledge of security concepts, familiarity with secure code development techniques, and understanding of scalable and automated solutions.
	X	Ability to build strong, positive working relationships and rapport with diverse groups of team members.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Writes, edits and updates software application code that's functional for developers and is ready for testing. Writes and performs unit tests in accordance with testing pyramid, accounting for edge cases and errors, and uses systematic approaches for debugging issues located within single services.				
Designs functions aligned with overall service architecture and collaborates with others when decisions and direction may have security implications. Notes task priorities and dependencies, acts accordingly, and escalates production obstacles and delays (e.g., ballooning cost).				
Independently handles risk and change, following team/project philosophies, operational data, and engineering strategies in uncertain situations. Builds relationships with fellow engineers, helping resolve each other's problems when requested, and seeking mentorship or guiding junior staff.				
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
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## 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.