



JOB INFORMATION

<i>Job Code:</i>	133020
<i>Job Title:</i>	Clinical Research Trainee
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Clinical Research
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Conducts hypothesis-based research in labs or clinical settings and participates in a structured didactic program. Works with close mentorship and guidance to develop research plans and techniques.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
X		Doctoral candidate	

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		<1 year	0-6 months

Additional Work Experience

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

<input type="checkbox"/>	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		Ability to follow detailed instructions, oral and written.
X		Demonstrated organizational skills.
X		Excellent written and oral communication skills.
X		Familiarity with standard industry concepts, practices and procedures.
X		Advanced judgment, analytical, and decision-making skills.
X		Ability to work independently with minimal supervision.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience with laboratory procedures (e.g., animal handling, molecular biology techniques).
	X	Demonstrated facilitation and presentation skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts hypothesis-based research in labs or clinical settings, demonstrating consideration for rigor and reproducibility. Implements the scientific method, develops meaningful hypotheses about important scientific problems, and achieves competency with the research tools available to experimentally test said hypotheses. Works on experimental design, research techniques, conducting experiments, data collection, troubleshooting methodology, and data analysis.				
Works with mentors to develop research plans and techniques for implementation. Develops close mentoring relationships, learning how to integrate clinical and research activities and prepare written/oral proposals. Reports on research progress and plans in both written/oral formats.				
Participates in structured, didactic programs to enhance knowledge and performance. Attends seminars, journal clubs, and scientific workshops to learn about current research and new ideas, network with local scientific and clinical communities, and help instill research ethics. Participates in clinical research to advance evidence-based practices.				
Communicates scientific results to the public by writing scientific papers, preparing posters, and conducting seminars. Evaluates literature and writes grant proposals. Stays current with new/emerging technologies, approaches, and best practices.				
Maintains compliance with established university and department policies and procedures, quality assurance, safety and environmental controls. Complies with requirements of accreditation and regulatory agencies. 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
No	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.