



## Electronics Laboratory Assistant - MOSIS

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	167379
<i>Job Title:</i>	Electronics Laboratory Assistant - MOSIS
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Computer Research
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

#### JOB SUMMARY

Provides electronic test support for semiconductor wafer engineering laboratory for MOSIS Service. Maintains equipment inventory utilizing database software. Provides leadership and guidance to production clerks. Provides administrative support and back up for department as needed.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	
	X	Specialized/technical training	

##### Additional Education

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

Combined experience/education as substitute for minimum education

##### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	

##### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as an assistant in an electronics laboratory.
X		Familiar with standard electronic test equipment and computer user interfaces.
X		Basic skills in file manipulations and text file editing on at least one widely used computer operating system (Unix, VMS, DOS).
	X	Experience as a MOSIS production clerk.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Operates specialized equipment for testing wafers and integrated circuits. Handles simple problems and refers more complex problems to test engineer.				
Arranges for repair of equipment. Obtains quotes, requests purchase orders, and ships broken equipment. Performs backup of data on workstations. Purges air compressor tank on a regular basis.				
Maintains an inventory of equipment. Documents inventory by utilizing database software. Prepares inventory reports and distributes to appropriate personnel as required.				
Utilizes computer programs to generate sales orders, invoices, and invoice labels for MOSIS customer orders. Ensures information contained in documents matches handwritten sales orders. Attaches sales orders to customer order paperwork. Attaches invoice labels to envelopes. Files customer order paperwork.				
Provides leadership and guidance to production clerks. Assists production clerks with inspection of packaged parts. Provides backup for production clerks as needed.				
Maintains files and materials storage areas. Responds to requests for information. Organizes and monitors mask and wafer storage areas regularly. Moves items from short-term to long-term storage as necessary. Enters mask and wafer location in logbook or database.				
Cleans and organizes laboratories daily. Vacuums laboratories weekly. Orders laboratory supplies. Liaises to Business Office for facilities issues involving the laboratory.				
Performs other administrative tasks as required. Provides backup for receptionist.				

### 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.