



# USC University of Southern California

## Embryologist IV Job Description

### JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 187035  |
| <i>Job Title:</i>        | Embryologist IV   |
| <i>FLSA Status:</i>      | Non-Exempt  |
| <i>Supervisory:</i>      | May oversee student, temporary and/or resource workers. |
| <i>Job Family:</i>       | Clinical Laboratory Technology                          |
| <i>Job Family Group:</i> | Research and Clinical Support                           |
| <i>Management Level:</i> | 7 Individual Contributor                                |

### JOB SUMMARY

Serves as an independent andrologist/embryologist without supervision. Performs routine diagnostic services and andrological/embryological procedures, as assigned. Serves as a lead providing work guidance, leadership and training for Embryologist I, II and III staff members.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>   | <i>Field of Study</i> |
|------------|-------------|-----------------|-----------------------|
| X          |             | Master's degree | Biological Science    |

#### 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          |             | 10 years               | in IVF procedures or as embryologist in a university/clinical laboratory setting. |

#### 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          |             | Thorough knowledge of reproductive biology, male/female reproductive systems, embryology, in-vitro fertilization and cryopreservations. |
| X          |             | Ability to use and handle equipment in the IVF laboratory.  |
| X          |             | Proficiency in handling embryo and cryopreservation procedures.   |
| X          |             | Demonstrated written and oral communication skills.   |

## Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications  |
|-----|------|-----------------------|--|
| X   |      |                       | Technical Supervisor (TS) certificate from American Association of Bioanalyst. |

## Other Job Factors

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Serves as an independent andrologist and/or embryologist and performs all aspects of andrology and embryology without supervision.  |        |           |          |     |
| Implements andrological and embryological procedures in accordance to university's policy and protocols for quality control and ensures compliance with the state and federal agency standards (e.g., CA Department of Health, CAP, FDA). |        |           |          |     |
| Performs clerical and other administrative duties, as assigned.   |        |           |          |     |
| Participates in departmental education programs (e.g., journal club), and participates in professional associations to enhance work performance.  |        |           |          |     |
| Performs retrievals, conventional inseminations and prepares resources necessary for upcoming cases.  |        |           |          |     |
| Performs oocyte and embryo grading. Performs fertilization checks, embryo transfers and assists with hatching.  |        |           |          |     |
| Performs cryopreservation thawing process of cells. Executes Intra-cytoplasmic sperm injection (ICSI) and micromanipulation. Performs biopsy of sample tissue including blastomere, trophectoderm and polar body.                         |        |           |          |     |
| Communicates and interacts with patients, clinical staff and laboratory personnel as applicable.  |        |           |          |     |
| Provides work guidance, training and leadership for Embryologist I, II and III staff members. Analyzes and evaluates training needs.  |        |           |          |     |

## 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> |
| <b>Campus Security Authority (CSA)</b>   |  |            | <b>Essential:</b>   |
| 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.