



JOB INFORMATION

<i>Job Code:</i>	185111
<i>Job Title:</i>	Instructional Lab Tech
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Instructional Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides laboratory technical services and support for instructional labs. Maintains organic and inorganic materials in accordance with established scientific protocols and safety regulations. Prepares equipment and materials for lab instruction. Instructs students and others in use of equipment.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
X		Specialized/technical training	
	X	Bachelor's degree	

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	
	X	2 years	

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		Knowledge of laboratory procedures and equipment specific to area of instruction.
X		Knowledge of database operations and data acquisition.
X		Ability to plan, prioritize, organize and schedule activities to meet both short-term and long-term deadlines.
	X	Education and/or work experience in field related to instruction.

Other Job Factors

- Requires use of computer for data management.
- Ability to interact with students and instructional personnel and lead students and/or staff in work assignments.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides technical services and support for instructional labs. Maintains laboratory materials. Monitors the environment for living organisms. Provides demonstration information for lectures.				
Prepares chemical solutions, cultures, media, reagents or other materials for use in laboratory experiments. Acquires, mixes, packages, stores, dispenses and disposes of chemicals and materials using laboratory protocols and safety guidelines.				
Schedules and oversees setups and maintenance of one or more instructional labs. Ensures operational procedures are in place and followed. Gives direction and assistance to lab staff and student workers.				
Prepares slides or other materials for instruction of students. Performs tissue fixation and dissection. Cuts, mounts and stains tissue sections. Maintains, catalogues and inventories slides.				
Briefs instructional personnel and demonstrates to students how to use laboratory equipment and answers technical and procedural questions.				
Organizes and maintains supplies. Monitors inventory levels and orders chemicals, supplies, equipment, etc. as needed. Develops and maintains a check-out system for monitoring instructional materials borrowed by students.				
Maintains the instructional labs and equipment in orderly, operable condition. Ensures compliance with guidelines for hazardous waste disposal. Provides and maintains laboratory safety manuals.				

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.