



USC University of
Southern California

Laboratory Coordinator Job Description

JOB INFORMATION

<i>Job Code:</i>	185116
<i>Job Title:</i>	Laboratory Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<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 supports lab activities for faculty and students. Monitors lab and equipment usage. Serves as facilities coordinator for all maintenance, relocation, and upgrade of laboratories and/or buildings. Ensures facilities meet state and University safety, security and cleanliness rules and regulations. Administers and monitors laboratory equipment inventory and purchasing. May supervise staff and/or student workers.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X 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		2 years	

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Laboratory operations and equipment experience.
X		Budget and financial experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides laboratory technical services to faculty and students. Supports activities for laboratories such as setting up labs for instruction, assisting faculty and students with experiments and/or research, etc.				
Monitors utilization and condition of laboratory and equipment. Maintains inventory, lab equipment and facilities. Oversees laboratory storage facilities. Tests, and upgrades laboratory equipment. Constructs, adapts, repairs or acquires specialized equipment, as needed.				
Assists with the preparation of reports of laboratory activities. Makes recommendation for equipment and facilities upgrades and/or purchases.				
Administers laboratory budget(s). Monitors and/or controls laboratory expenditures. Reconciles expenditures to records and initiates any corrective actions. Interfaces with purchasing and external vendors to verify prices and/or resolve discrepancies, as needed. Gathers pertinent information and prepares financial reports and projections for management, as requested.				
Serves as facilities coordinator for all relocation, maintenance, repair and upgrade of laboratories and/or building(s). Conducts facilities inspections, as required. Interacts with University departments and/or outside contractors and vendors for facilities operations, maintenance, construction and renovations projects, as required. Ensures that equipment and facilities adhere to University and state safety, security and cleanliness rules and regulations. Informs faculty, staff and students of any health, safety and security issues, as needed.				
Assists faculty with preparation of research proposals involving laboratory equipment and/or facilities.				
Coordinates and administers special events, meetings, and/or tours of laboratory facilities.				
May supervise and train staff and/or student workers. Schedules and assigns work. Demonstrates techniques, equipment or procedures to others.				

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.