



Internal Sales Representative - MOSIS Job Description

JOB INFORMATION

<i>Job Code:</i>	167451
<i>Job Title:</i>	Internal Sales Representative - 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

Organizes and manages the business interface between the university's computer chip fabrication service (MOSIS) and its customers. Contacts potential customers in order to increase MOSIS business. Reviews, negotiates, and approves in-going purchase orders. Prepares special reports and analyses for management.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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		5 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		Through knowledge of issues involved in processing & negotiating customer orders & managing accounts receivable.
X		Familiarity with integrated circuit fabrication technologies & cost issues.
X		Knowledge of various computer operating systems (e.g., Sun/Unix, VAX/VMS, & DOS/Windows).

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Organizes and manages the business interface between the university's computer chip fabrication service (MOSIS) and its customers.				
Provides information about services and technologies offered by MOSIS to customers' non-technical purchasing staff.				
Reviews, negotiates and approves in-going purchase orders. Contacts customer to negotiate terms and conditions. Matches purchase orders with circuit designs received over computer network. Approves orders and sends to the production group to be processed.				
Solicits potential customers to increase MOSIS business. Identifies and contacts organizations who may be interested in working with MOSIS. Initiates follow-up calls to organizations and individuals who have requested and received product information.				
Assists management with special projects. Researches, gathers and analyzes sales, marketing, cost or purchasing data, etc. Maintains currency with the cost issues associated with each type of Advance Technology Run. Designs and prepares regular and ad hoc reports for management as requested.				
Participates in management meetings to plan marketing activities and strategies.				
Monitors purchase order balances and advance payment accounts. Closes purchase orders and reconciles accounts when orders are complete.				
Prepares invoices for customers and follows up on late payments and deposit checks. Prepares expense transfer requests to bill other university departments as required.				

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.