



JOB INFORMATION

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|-------------------|--|
| Job Code: | 185023 |
| Job Title: | Research Lab Specialist |
| FLSA Status: | Exempt |
| Supervisory: | Supervises employees and/or student workers. |
| Job Family: | Research - Laboratory |
| Job Family Group: | Research and Clinical Support |
| Management Level: | 6 Supervisor |

JOB SUMMARY

Collaborates with principal investigator and other researchers to plan, design and conduct highly technical and complex research projects. Analyzes research data and provides interpretations. Contributes to the development of research documentation for publication. May supervise other employees engaged in laboratory technical services on a regular or project basis.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|------------------------|----------------|
| X | | Related graduate study | |
| | X | Master'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

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 5 years | |
| | X | 7 years | |

Additional Work Experience

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

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Directly related education and experience in research specialization with advanced knowledge of equipment, procedures and analysis methods and ability to supervise on a regular or project basis |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Plans and conducts highly technical and complex research projects, procedures and analyses. Supervises other research personnel in procedures, techniques and use of equipment as needed. | | | | |
| Evaluates research data requiring significant knowledge of a specialized area of research. Maintains accurate records. Prepares technical reports and papers. | | | | |
| Operates and maintains sophisticated laboratory/scientific equipment. Designs, creates or adapts equipment and procedures to meet specific research needs. | | | | |
| Collaborates with principal investigator and other research personnel to plan and design experiments. Advises on methods for improving experiment results. Reviews progress and discusses with principal investigator. | | | | |
| Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed. | | | | |
| Advises on acquisition or enhancement of specialized equipment and laboratory setup or design. | | | | |
| Contributes to the development and implementation of laboratory procedures and policies. | | | | |
| Identifies, researches, compiles and evaluates data sources and background information in area of specialization to enhance planning and design of experiments. | | | | |
| Stays current in field of specialization through coursework, reading journals and scientific papers, maintaining professional networks and attending seminars and conferences as appropriate. | | | | |

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.