



USC University of
Southern California

Specialized Research Advisor Job Description

JOB INFORMATION

<i>Job Code:</i>	185029
<i>Job Title:</i>	Specialized Research Advisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Research - Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as a specialized research advisor to principal investigators for a school or department and with other researchers university-wide regarding highly technical and complex research projects. Collaborates with principal investigators and other researchers to plan, design and conduct highly technical and complex research projects. Provides consultative services, advisement and recommendations to principal investigators and other researchers regarding analyses, evaluation and interpretation of data; new techniques, standards, equipment and concepts to consider utilizing; acquisition or enhancement of specialized sophisticated equipment and/or facility/laboratory/center setup or design, etc. Contributes to the development of research documentation for publication. May oversee daily operation of a facility/laboratory/center, as assigned. Provides guidance and direction to staff and/or student workers associated with a research project(s) or facility/laboratory/ center technical services on a regular or project basis.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Doctor of Philosophy (PhD)	

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	
	X	7 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

Req	Pref	Functional Skills
X		Directly relation education and experience in specialized research field with thorough knowledge of procedures, analytical methodology, principles, concepts and equipment.
X		Demonstrated interpersonal, organizational, planning, analytical and critical thinking skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides consultative services and advisement to principal investigators for a school or department and other researchers university-wide regarding highly technical and complex research projects. Collaborates with principal investigators and other researchers to plan, design and conduct highly technical and complex research projects. Participates in determining long range goals and objectives for research projects.				
Performs analyses, evaluation and interpretation of research data requiring significant knowledge of a specialized research field in order to advise investigators on alternative or new advanced techniques, approaches, standards and/or concepts to consider or how to present findings and/or results in publications.				
Advises on how to resolve unusually complex research problems encountered in specialized field and to be consistent with research objectives.				
Makes recommendations to researchers regarding new types of equipment utilized in specialized research field and best practices to employ. Provides advisement on the management of construction, calibration, evaluation, maintenance and operation of custom-built equipment or specialized equipment. Advises on facility/laboratory/center setup or design, as requested. Consults on or assists with maintenance, upgrading and troubleshooting of sophisticated technical equipment.				
Advises principal investigators and researchers on the acquisition and/or enhancement of sophisticated technical equipment. Negotiates contracts for sophisticated technical equipment for researchers highly technical and complex research projects.				
Develops and conducts faculty and/or staff one-on one or group training sessions and/or workshops on how to operate specialized sophisticated technical equipment and proper techniques and procedures to use for research projects, etc.				
Contributes to development of research documentation for publication and/or obtaining grant funding.				
Consults on and assists with the development and implementation of databases for specialized research field.				
Collaborates with faculty to develop curriculum for academic programs at undergraduate and/or graduate levels related to specialized research field.				
Provides guidance and direction to staff and/or student workers associated with a research project(s) or facility/laboratory/ center technical services on a regular or project basis.				
Serves as a member and representative on a university-wide committee(s) and/or outside organizational committee(s) or task force(s) for a specialized research field providing technical expertise, as requested.				
Provides consultative services and advice on the development and implementation of faculty/laboratory center policies and procedures.				
May oversee daily operation of a facility/laboratory/center including functions such as budget development and administration; staff administration; development and implementation of information databases; operation, maintenance, evaluation and configuration of sophisticated technical equipment; interacting with vendors to negotiate service contracts; etc., as assigned.				
Stays current in field of specialization through coursework, reading journals and scientific papers, maintaining professional networks and attending seminars, workshops and/or conferences, as appropriate. Brings new opportunities under				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
development and best practices in specialized research field to attention of researchers.				

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.