



## JOB INFORMATION

Job Code:	180030
Job Title:	Research Engineer
FLSA Status:	Exempt
Supervisory:	May supervise staff, student, temporary or resource workers.
Job Family:	Research - Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

## JOB SUMMARY

Designs, develops, and tests materials and prototypes for research projects. Investigates the feasibility of applying specific scientific principles and concepts to potential inventions and projects. Analyzes and presents data as appropriate and makes decisions to further the goals of the experiment.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study	
X		Master's degree		In
X			Engineering	Or
X			in related field(s)	
	X	Doctorate		

### 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		3 years	
	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

Req	Pref	Functional Skills
X		Experience in a laboratory setting conducting scientific research.
X		Excellent written and oral communication skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to communicate technical information to non-technical audiences.
	X	Proven experience achieving results in a scientific research environment.
	X	Deep knowledge base in specific field.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops, tests, and maintains materials for product development, evaluating materials to determine appropriateness to experimental and scientific research projects.				
Documents, strategizes, and analyzes how to process materials and researches the efficacy of new materials. Maintains accurate records outlining experimental practices and achievements. Sets appropriate deadlines, ensuring timely completion of work. Maintains compliance with lab and research standards.				
Conducts research project procedures and analysis for development. Adheres to scientific best practices and follows all assigned procedures. Operates and calibrates lab equipment to ensure peak performance. Ensures lab and equipment conditions are compliant with all applicable environmental health and safety requirements.				
Communicates and publishes any issues or developments discovered over the course of the research project. Performs root cause analysis and develops timely solutions to any problems that arise. Maintains open communication with senior lab and research staff, preparing and presenting regular technical progress reports.				
Responsible for the oversight and maintenance of all material and equipment. Supervises assigned staff and student workers. Oversees onboarding and orientation to ensure duties, responsibilities, work requirements, and performance standards are clearly understood. Monitors staff performance and promotes development opportunities.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## 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.