UNIVERSITY OF SOUTHERN CALIFORNIA
Equipment Inventory Coord (Centralized)
Job Code: 155028

Grade: G
OT Eligible: Yes
Comp Approval: 6/7/2005

JOB SUMMARY:
Coordinates the inspection of the physical inventory of equipment on UPC, HSC, and at off-campus locations for the University. Coordinates the identification, tagging, and tracking of University equipment and related materials. Performs physical inventory audits, as required.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes
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.

JOB QUALIFICATIONS:

Minimum Education:
Minimum Experience:

1 Year

Minimum Field of Expertise:

Physical inventory or related experience. Knowledge of inventory maintenance and control rules and regulations.

Preferred Education:

Associate's Degree

Preferred Experience:

2 Years

Skills: Administrative:

Assemble and organize numerical data
Communicate with others to gather information
Compute totals
Coordinate events
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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