

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Research Laboratory Assistant

Job Code: 185007

---

Grade: D  
OT Eligible: Yes  
Comp Approval: 6/27/2005

---

### JOB SUMMARY:

Provides non-technical and basic general laboratory services to support the work of other laboratory personnel.

### JOB ACCOUNTABILITIES:

#### \*E/M/NA % TIME

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Learns basic laboratory skills under the direction of more experienced laboratory personnel. Assists in preparing chemical solutions or other materials for use in experiments under the direction of an experienced technician. |
| _____ | _____ | Collects, cleans, sterilizes and stocks glassware and plasticware for use in laboratory. Maintains quality control standards for cleanliness of plasticware or glassware in accordance with laboratory procedures.               |
| _____ | _____ | Sanitizes or sterilizes used materials for disposal.   |
| _____ | _____ | Determines when glassware is damaged beyond serviceability and disposes in accordance with laboratory procedures.  |
| _____ | _____ | Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols.   |
| _____ | _____ | Learns basic laboratory safety and, if appropriate, basic radiation or blood borne pathogen safety under the direction of the USC Safety Office and more experienced laboratory staff.   |
|       |       | Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.   |

**\*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:**

Less Than High School

#### **Minimum Experience:**

0 - 6 Months

**Minimum Field of Expertise:**

Must be able to follow detailed instructions, oral and written, and read labels

**Skills: Laboratory:**

General Laboratory Techniques

**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.

The University of Southern California is an Equal Opportunity Employer