

UNIVERSITY OF SOUTHERN CALIFORNIA

Student Worker, Research

Job Code: 032024

OT Eligible: Yes

Comp Approval: 8/26/2019

JOB SUMMARY:

A student employed on sponsored research accounts, responsible for research and/or scholarly project tasks different from those done by a graduate student research assistant (RA).

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Performs routine tasks in research environments. Assists staff, graduate research assistants, postdoctoral scholars, and/or faculty in lab- and/or fieldwork. As directed, assists in the preparation of reports and/or publications documenting research, assuring proper source attributions.
 - _____ _____ Conducts and reports on prior research based on printed materials and/or databases. As directed, dispenses supplies to laboratories, cleans glassware, maintains inventory, performs assays, and/or sets up and conducts experiments.
 - _____ _____ As directed, manages and analyzes experimental data, configures systems, and/or writes software to support research.
 - _____ _____ Assists with data collection, analysis, and reporting. Participates in planning of research projects, providing general support.
 - _____ _____ Organizes materials and documents that pertain to research project/programming. Attends meetings with research team, as needed.
- 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:

High school or equivalent

Minimum Field of Expertise:

Relevant coursework, and knowledge of laboratory equipment, software, databases, and procedures.

Comments:

Requires completion of online training for responsible conduct of research.

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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