

UNIVERSITY OF SOUTHERN CALIFORNIA

Program Assistant

Job Code: 133007

Grade: G
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:

Assists in planning and implementation of services and activities specific to a University program.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- Coordinates program services and/or activities. Schedules classes, meetings and/or events. Provides leadership and guidance for student workers and/or volunteers. Arranges with vendors for services. Ensures satisfactory follow through on assigned areas of responsibility.
Coordinates production and distribution of program materials including meeting agendas, reports, informational materials, marketing materials, etc.
Researches and gathers information for program purposes which may include: program effectiveness, client needs assessment, budget preparation, etc. Conducts preliminary analysis of data. Submits recommendations and prepares reports, as assigned.
Assists in program budget preparation and administration. Researches costs. Tracks and monitors budget expenditures. Reports on variances.
Provides client services by responding to inquires and requests for information regarding specific program functions.
Coordinates program services with other offices and staff on campus. Serves as a resource for program information. Represents program on university committees as requested.
Assists in program fundraising activities. Researches and identifies funding sources. Assists in proposal writing and production.
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 REPSONSE/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:

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 1 Year
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

- Administrative support services

Preferred Experience:

- 2 Years

Preferred Field of Expertise:

- Administrative support or program support services in directly related field.

Skills: Other:

- Analysis
- Communication -- written and oral skills
- Development/fundraising
- Lead/Guidance Skills
- Marketing
- Networking
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling

Skills: Machine:

- Computer Network (Department or School)
- Personal Computer

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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