

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Project Specialist

Job Code: 135011

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Grade: I  
OT Eligible: Yes  
Comp Approval: 1/1/2007

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### JOB SUMMARY:

Provides specialized research support to investigators in the development of research protocols for a project or study. Or supervises a segment of a research project such as data collection or data analysis.

### JOB ACCOUNTABILITIES:

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

_____	_____	Assists in the design of study protocols. Recommends methods and procedures for data acquisition, management and quality control. Recommends statistical techniques for data analysis. Contributes to the writing of reports, research papers, articles and other documentation of study results.
_____	_____	Assists in building and maintaining study samples. Disseminates information about the project. Screens participants by assessing eligibility for research protocols and potential for commitment to project. Develops and implements sample enhancement strategies. Monitors participant progression throughout study and conducts evaluation at end of study.
_____	_____	Contributes to the documentation and update of study procedures. Coordinates design, revision, approval and production of research instruments and related materials such as consent forms.
_____	_____	Instructs study personnel on proper protocol and quality assurance procedures and responds to questions regarding data collection, coding, management and analysis methods.
_____	_____	Advises on statistical techniques for data collection and analysis. Assists in the planning of data collection. Develops computer programs for data screening and analysis or recommends and uses statistical software. Generates graphs, charts or tables to present analysis results and provides interpretation.
_____	_____	Conducts quality assurance reviews of research protocols. Monitors and cites violations and submits regular reports.
_____	_____	Writes status reports of study efforts and works with investigators on the writing of articles, research papers and other documentation of study results.
_____	_____	Stays current with pertinent literature and developments in field of specialization.
_____	_____	Researches and recommends specialized equipment purchases and hardware/software installations and modifications. Operates and maintains very specialized equipment and trains others in equipment usage.
		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:**

Bachelor's Degree

**Minimum Experience:**

2 Years

**Minimum Field of Expertise:**

Directly related education and experience to be able to advise on project procedures and analysis techniques

**Preferred Education:**

Master's Degree

**Preferred Experience:**

3 Years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Conceptualization and design
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Statistical analysis
- Teaching/Training

**Skills: Machine:**

Personal Computer

**Supervises: Level:**

Leads employees performing similar work on a project basis

Supervises employees performing similar work on a project basis

**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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