

UNIVERSITY OF SOUTHERN CALIFORNIA

Project Specialist- Administrative

Job Code: 135012

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

JOB SUMMARY:

Provides specialized professional support services to administrators and/or project managers in the administration of research and/or administrative projects. Assists in the administration and coordination of a variety of research and/or administrative projects including planning, budgeting, organizing, research and delivery of services. Coordinates and supervises work assignments of other administrative personnel as assigned.

JOB ACCOUNTABILITIES:

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

- | | | |
|-------|-------|--|
| _____ | _____ | Assists in the administration and coordination of a variety of research and/or administrative projects and provides quality control. Assists in developing and implementing project goals and strategies. Assists with short and long term planning and design of project direction and objectives. Provides assistance to management with administrative functions such as planning, organizing, coordinating, scheduling and implementing project activities to meet objectives. Participates in writing of reports or other documentation of project status and/or administrative activities or project results. Oversees administrative project personnel as assigned. |
| _____ | _____ | Assists in the planning of data collection. Recommends methods and procedures for data acquisition, management and quality control. Recommends statistical techniques for data analysis as needed. Generates graphs, charts, or tables to present analysis results and provides interpretation. Prepares reports, correspondence, other materials and analysis according to project schedules or on an ad hoc basis, or instructs others to do so. |
| _____ | _____ | Creates status reports on project plans, progress and results of activities. Coordinates publication production and/or dissemination in order to meet deadlines. |
| _____ | _____ | Researches, gathers, organizes and summarizes data for project and/or administrative reports and/or activities. Analyzes data, presents results and makes recommendations on presentations of project and/or administrative reports. |
| _____ | _____ | Evaluates effectiveness of project direction, schedules, activities, etc. Recommends and implements project activities and/or modifications of project activities and/or schedules as necessary to ensure achievement of project goals and objectives. |
| _____ | _____ | Conducts quality assurance reviews of assigned projects. Instructs project personnel on quality assurance procedures and answers questions regarding data collection, management and analysis methods. Monitors problem areas and submits regular reports with recommendations. Takes necessary steps to address issues and resolve problems. |
| _____ | _____ | Assists in developing and updating department policies and procedures and/or project procedures and coordinating implementation. Communicates and/or documents. Develops forms, flow charts and system requirements. |

- _____ Participates in development and administration of project or department budgets. Provides pertinent data and projections for use in developing project or department budgets. Authorizes expenditures within established limits. Tracks and monitors budget activity and analyzes variances. Produces interim financial reports.
 - _____ Interfaces with faculty and/or staff and external contacts necessary to complete project assignments or for information exchange. Resolves problems or questions referred by project staff or administrators.
 - _____ Provides leadership, guidance and supervision to staff, student workers, volunteers and/or graduate assistants. Leads others in the planning and delivery of project activities. Trains project or administrative personnel and assesses proficiency or readiness of trainees.
 - _____ Develops and maintains electronic databases and/or other records for reporting purposes. Enters and/or verifies database transactions as necessary. Provides technical support and design enhancements.
 - _____ Arranges and attends meetings, seminars, symposia and other events related to project efforts. Makes presentations, as needed. Establishes and maintains an active network of professional contacts.
- 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
 Combined experience/education as substitute for minimum education

Minimum Experience:

2 Years

Minimum Field of Expertise:

Directly related project or administrative experience.

Preferred Education:

Master's Degree

Preferred Experience:

3 Years

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conflict resolution
- Creative writing and editing
- 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
- Public speaking/presentations
- Research
- Scheduling
- Statistical analysis
- Teaching/Training

Skills: Machine:

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

Supervises: Level:

- Leads employees performing similar work on a project basis
- May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

- Administrative
- Clerical/Secretarial
- Professional/Paraprofessional

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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