UNIVERSITY OF SOUTHERN CALIFORNIA

Special Project Manager

Job Code: 111063

OT Eligible: No

Comp Approval: 7/6/2016

JOB SUMMARY:
Assists an administrator in managing all phases of a variety of short and long-term special projects for a school, an administrative/academic department or division. Provides leadership and direction for day-to-day project operations and administrative activities. Contributes to the planning, design, development and implementation of project objectives, procedures, processes and standards.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Manages special projects on behalf of administrator. Provides assistance and support to an administrator in the planning, design, development and implementation of short and long-term projects for a school, an administrative/academic department or division. Plans, coordinates, schedules and organizes project activities to meet objectives.</td>
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<td>Researches, gathers, organizes and summarizes data for special projects. Develops, evaluates, recommends and implements procedures for data acquisition, management and quality control. Analyzes data for trends or conclusions and presents results and recommendations to administrator.</td>
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<td>Prepares status reports on project plans, progress and results of activities. Develops, enhances and maintains information systems to support project operations.</td>
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<td>Coordinates and assembles confidential documentation. Ensures completeness and accuracy of the documentation for submission to school, department or division for review and/or approval. Maintains confidential files. Coordinates and monitors distribution of confidential materials.</td>
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<td>May directly or indirectly manage staff assigned to a project. Plans and staffs project operations based on proposed activities and timelines. Makes hiring, promotional and salary decisions when necessary in accordance with University policy. Provides training and technical supervision to staff, as needed.Motivates and monitors the progress of work performed by project staff.</td>
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<td>Assists formation of ad hoc committees and monitors progress toward completion of assigned tasks. Ensures that committee reports and recommendations are submitted in a timely manner. Follows up with implementation as appropriate.</td>
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<td>Serves as key resource for project information. Interfaces with faculty, staff, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by project staff or administrators.</td>
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<td>Develops, prepares and edits reports, publications, speeches, presentations, official correspondence, newsletters, articles, bulletins, brochures, manuals and other training materials, advertising copy, etc, as needed or assigned. Identifies and determines topics or subjects for various projects.</td>
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Designs and creates documents using computerized graphics, desktop publishing and word processing software. Determines type(s) of artwork (e.g. illustrations, photos, charts, graphs, design covers) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.

Manages all aspects of publication production in order to meet all applicable deadlines.

Evaluates response to documentation and/or publications for effectiveness. Makes recommendations for future documentation and/or publications.

Develops and manages project budgets. Provides historical data and projections. Prepares and/or directs the preparation of financial reports as required.

Coordinates and/or links project operations with other administrative functions on and off campus and/or within the school, department or division.

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:**

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<th>Essential:</th>
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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:**

5 years

**Minimum Field of Expertise:**

Administrative or project administration experience.

**Preferred Education:**

Master's degree

**Skills:**

Analysis
Assessment/evaluation
Budget development
Communication -- written and oral skills
Conflict resolution
Creative writing and editing
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Personal computer

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

Supervises: Nature of Work:

Project Management

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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