UNIVERSITY OF SOUTHERN CALIFORNIA
Campus Film Coordinator
Job Code: 129103

Grade: I
OT Eligible: Yes
Comp Approval: 6/6/2005

JOB SUMMARY:
Oversees and coordinates various aspects of on-campus film production. Performs general public relations duties as assigned including coordinating special events and projects. Supervises student workers, as assigned. This position reports to the Director, Special Projects.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
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:

3 Years

Minimum Field of Expertise:

Public relations, journalism, communications or related field. Administrative support experience.

Preferred Experience:

5 Years

Preferred Field of Expertise:

Knowledge of special event management, University policies and procedures, and/or the commercial filming industry.

Skills: Other:

Analysis
Assessment/evaluation
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Scheduling

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopyer

Supervises: Level:

May oversee student, temporary and/or casual workers.

Comments:
Requires demonstrated accuracy and thoroughness. Requires work on confidential assignments and tact and diplomacy in representing the University. Flexibility and teamwork necessary to respond to multiple deadlines and priorities. Requires evening/weekend work.

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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