UNIVERSITY OF SOUTHERN CALIFORNIA
Development Assistant
Job Code: 129307

Grade: G
OT Eligible: Yes
Comp Approval: 2/10/2005

JOB SUMMARY:
Assists development directors, officers and/or other school or department managers in research, development, preparation and distribution of funding proposals. May assist with other development functions, as assigned.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME
________ ________ Assists in preparation, production and distribution of grant and other funding proposals. Follows-up with prospective funders to ascertain progress of proposals
________ ________ Researches funding sources including corporate and foundation directories to determine whether they have prospective value to school or department.
________ ________ Reviews various sources, including donor lists to determine University, school and/or department donor history. Establishes and maintains donor databases.
________ ________ Solicits pertinent information (e.g., proposal guidelines, deadlines, etc.) from funding sources.
________ ________ Assists department in other development functions, as assigned (e.g., volunteer activities, special events, direct mail, luncheons, telephone campaigns, etc.).
________ ________ Updates and maintains electronic databases and files for development purposes.
________ ________ Provides administrative support for development staff as requested.
________ ________ 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:
Related Undergraduate Study
Combined experience/education as substitute for minimum education

Minimum Experience:
Minimum Field of Expertise:
General office experience, including research and customer relations.

Preferred Education:
Bachelor's Degree

Preferred Experience:
2 Years

Preferred Field of Expertise:
Development or market research

Skills: Administrative:
Answer telephones
Assemble and organize numerical data
Communicate with others to gather information
Compose letters
Draft routine correspondence
Edit routine documents
Establish filing systems
Gather data
Input data
Maintain filing systems
Maintain logs
Prioritize different projects
Research information
Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier
Word Processor

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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