UNIVERSITY OF SOUTHERN CALIFORNIA
Development Research Assistant
Job Code: 129311

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

JOB SUMMARY:
Assists development directors, officers and/or other department managers in research directly related to fundraising programs and projects, as assigned.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Provides in-depth research services for fundraising purposes. Investigates individuals, corporations and/or foundations to determine history of giving. Researches information concerning proposal guidelines, deadlines, etc. Prepares various reports for development officers and directors.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Assists in preparation, production and distribution of grant and other funding proposals. Follows-up on proposal progress, as assigned.</td>
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<td>Updates and maintains electronic databases and files for development purposes.</td>
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<td>Reviews various sources, including donor lists to determine University, school and/or department donor history. Establishes and maintains donor databases.</td>
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<td>Assists department in other development activities, as assigned.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides administrative support for development staff as requested.</td>
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</tbody>
</table>

*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:
1 Year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
General office experience including research and database maintenance.

Preferred Experience:
2 Years

Preferred Field of Expertise:
Development research.

Skills: Administrative:
- Assemble and organize numerical data
- Communicate with others to gather information
- Compose letters
- Draft routine correspondence
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Maintain logs
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- 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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