**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Hollywood, Health & Society Program Coord**

*Job Code: 133259*

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**Grade:** I  
**OT Eligible:** Yes  
**Comp Approval:** 7/20/2007

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**JOB SUMMARY:**
Develops and coordinates Hollywood, Health & Society project outreach activities. Provides leadership and direction for day-to-day operations and administrative functions. Participates in the planning, design and development of project protocols, data acquisition and management, analysis and reporting of program results to funding agencies.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>% TIME</th>
<th>E/M/NA</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Provides leadership and direction for day-to-day operations and administrative functions for Hollywood, Health &amp; Society project activities. Conducts entertainment industry outreach, responds to inquiries from TV writers, and fosters and maintains relationships with TV networks, shows and industry organizations as well as experts and communication staff at public partner agencies.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Develops relationships with new TV shows and other entertainment partners. Schedules and coordinates meetings and briefings with TV shows and executives. Selects credible online resources to provide to writers. Translates information from story formats into public health topics.</td>
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<td>______</td>
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<td>Assists writers with requests for health information. Identifies appropriate experts to respond to writers. Encourages experts to consider key messages and to find creative ways to assist with reinforcing topics.</td>
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<td>______</td>
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<td>Produces educational and award events, including panel discussions. Attends events to oversee activities and ensure details are handled as planned. Determines staffing needs, as required.</td>
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<td>______</td>
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<td>Provides background and technical assistance to communications and public health scholars who study the content and impact of health storylines for TV shows. Advises and counsels health experts to assist writers and network executives with appropriate health information. Informs and advises researchers about the consulting and briefing process that precedes a health storyline and evaluation activities.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Administers and coordinates partner activities and research projects. Cultivates new projects with TV writers when storylines are slated to air.</td>
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<tr>
<td>______</td>
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<td>Provides leadership, guidance and direction to student workers, graduate students, temporary staff, contractors and volunteers, as needed. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Trains others, as appropriate.</td>
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<td>______</td>
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<td>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.</td>
</tr>
</tbody>
</table>
Plans and administers a budget. Gathers facts and figures for budget development. Tracks budget activity. Provides projections, as needed.

Writes and submits monthly, semi-annual and annual reports to funding agencies on the status of projects, and participates in development of new proposals for funding agency consideration.

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:  
  - 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.

  - No

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree

**Minimum Experience:**

- 3 Years

**Minimum Field of Expertise:**

- Directly related experience in program specialization. Demonstrated interpersonal, critical thinking and communication skills. Demonstrated proficiency in Microsoft Office.

**Skills:**

- Administrative:
  - Balance figures
  - Communicate with others to gather information
  - Compute totals
  - Coordinate events
  - Gather data
  - Prioritize different projects
  - Understand and apply policies and procedures
  - Use database and/or word processing software

- Other:
  - Analysis
  - Budget control
  - Knowledge of applicable laws/policies/principles/etc.
  - Organization
  - Planning
  - Problem identification and resolution
  - Research
  - Scheduling
Teaching/Training

Skills: Machine:

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

Supervises: Level:

- Leads one or more employees performing similar work
- 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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