UNIVERSITY OF SOUTHERN CALIFORNIA

Project Assistant

Job Code: 135007

Grade: G
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Assists with data collection for a project or study and assists with research center or project administrative functions.

JOB ACCOUNTABILITIES:

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

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<thead>
<tr>
<th>% TIME</th>
<th>JOB ACCOUNTABILITY</th>
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<tr>
<td>______</td>
<td>Assists with data collection for a research study. Follows established data collection and management procedures to prepare, collect, record or enter data. Cleans and edits data and performs basic analysis. Collects pertinent information from study participants through interviews, administration of tests or surveys or questionnaires, scheduling of medical procedures, or other collection procedures.</td>
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<td>______</td>
<td>Assists in coordinating study participant activities to include recruitment, correspondence, screening and orientation. Schedules appointments and procedures, coordinating with external providers as needed.</td>
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<td>______</td>
<td>Assists in the organization and production of grant proposals. Gathers documentation such as annual reports and detailed budgets for inclusion in proposal. Works with investigators to develop research proposals. Interfaces with funding agencies to exchange information.</td>
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<td>______</td>
<td>Assists in preparing and editing articles, proposals, journals, manuscripts and other technical documents. Coordinates the production of same. Supervises production work performed by internal staff or interfaces with vendors to negotiate and contract for production services. Monitors vendor performance to ensure quality and timeliness of contracted work.</td>
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<tr>
<td>______</td>
<td>Independently produces reports, correspondence and other materials as needed. Maintains automated databases and other records for reporting and compliance purposes. Generates reports and analysis of data according to project schedules or on an ad hoc basis.</td>
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<td>Hosts project or study guests, e.g., funding agency representatives, national and international visiting scholars, and media representatives.</td>
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<tr>
<td>______</td>
<td>Arranges and attends meetings, seminars, symposia and other events related to project efforts. Stays informed of developments in field.</td>
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<tr>
<td>______</td>
<td>Orders supplies and equipment. Researches new equipment purchases and develops recommendations for supervisor's consideration. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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</table>
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:
   High School or equivalent

Minimum Experience:
   1 Year

Minimum Field of Expertise:
   Knowledge of data collection procedures and some experience with proposal preparation and production of technical documents

Preferred Education:
   Bachelor's Degree

Skills: Administrative:
   Assemble and coordinate manuscripts
   Assemble and organize numerical data
   Communicate with others to gather information
   Coordinate events
   Coordinate meetings
   Coordinate work of others
   Edit technical or scientific text
   Gather data
   Input data
   Prioritize different projects
   Research information
   Schedule appointments
   Understand and apply policies and procedures
   Write memorandums for own signature

Skills: Machine:
   Computer Network (Department or School)
   Personal Computer

Supervises: Level:
   Leads employees performing similar work on a project basis
   May oversee student, temporary and/or casual workers.

SIGNATURES:
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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