UNIVERSITY OF SOUTHERN CALIFORNIA

Project Specialist- Administrative

Job Code: 135012

Grade: I
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Provides specialized professional support services to administrators and/or project managers in the administration of research and/or administrative projects. Assists in the administration and coordination of a variety of research and/or administrative projects including planning, budgeting, organizing, research and delivery of services. Coordinates and supervises work assignments of other administrative personnel as assigned.

JOB ACCOUNTABILITIES:

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Assists in the administration and coordination of a variety of research and/or administrative projects and provides quality control. Assists in developing and implementing project goals and strategies. Assists with short and long term planning and design of project direction and objectives. Provides assistance to management with administrative functions such as planning, organizing, coordinating, scheduling and implementing project activities to meet objectives. Participates in writing of reports or other documentation of project status and/or administrative activities or project results. Oversees administrative project personnel as assigned.

Assists in the planning of data collection. Recommends methods and procedures for data acquisition, management and quality control. Recommends statistical techniques for data analysis as needed. Generates graphs, charts, or tables to present analysis results and provides interpretation. Prepares reports, correspondence, other materials and analysis according to project schedules or on an ad hoc basis, or instructs others to do so.

Creates status reports on project plans, progress and results of activities. Coordinates publication production and/or dissemination in order to meet deadlines.

Researches, gathers, organizes and summarizes data for project and/or administrative reports and/or activities. Analyzes data, presents results and makes recommendations on presentations of project and/or administrative reports.

Evaluates effectiveness of project direction, schedules, activities, etc. Recommends and implements project activities and/or modifications of project activities and/or schedules as necessary to ensure achievement of project goals and objectives.

Conducts quality assurance reviews of assigned projects. Instructs project personnel on quality assurance procedures and answers questions regarding data collection, management and analysis methods. Monitors problem areas and submits regular reports with recommendations. Takes necessary steps to address issues and resolve problems.

Assists in developing and updating department policies and procedures and/or project procedures and coordinating implementation. Communicates and/or documents. Develops forms, flow charts and system requirements.
Participates in development and administration of project or department budgets. Provides pertinent data and projections for use in developing project or department budgets. Authorizes expenditures within established limits. Tracks and monitors budget activity and analyzes variances. Produces interim financial reports.

Interfaces with faculty and/or staff and external contacts necessary to complete project assignments or for information exchange. Resolves problems or questions referred by project staff or administrators.

Provides leadership, guidance and supervision to staff, student workers, volunteers and/or graduate assistants. Leads others in the planning and delivery of project activities. Trains project or administrative personnel and assesses proficiency or readiness of trainees.

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.

Arranges and attends meetings, seminars, symposia and other events related to project efforts. Makes presentations, as needed. Establishes and maintains an active network of professional contacts.

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:**

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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:**

- 2 Years

**Minimum Field of Expertise:**

- Directly related project or administrative experience

**Preferred Education:**

- Master's Degree

**Preferred Experience:**

- 3 Years

**Skills: Other:**
Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conflict resolution
Creative writing and editing
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Personal Computer

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

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Professional/Paraprofessional

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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