UNIVERSITY OF SOUTHERN CALIFORNIA

Project Administrator
Job Code: 135013

| Grade: | J |
| OT Eligible: | No |
| Comp Approval: | 8/31/2009 |

**JOB SUMMARY:**
Assists a principal investigator in administering all phases of a large project grant and any subcontracts. Administers project operations and functions such as planning, design and development of project protocols, data acquisition and management, analysis and reporting of study results. Contributes to the design of research protocols. May oversee staff, students, volunteers, agency workers and/or resource employees.

**COMPLETED POSITION QUESTIONNAIRE REQUIRED FOR POSTING**

**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<td>Assists a principal investigator with formulating research objectives. Administers planning, organization and scheduling activities to meet objectives.</td>
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<td>Develops and implements operating policies, procedures and systems to support planned operations. Ensures these are well-documented and communicated to project personnel and/or other parties.</td>
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<td>Contributes to the design of research protocols. Evaluates, recommends and implements procedures for data acquisition, management and quality control. Evaluates and recommends statistical methods for data analysis and monitors and interprets results of analysis. Prepares technical reports and papers on study plans, progress and results of research activities.</td>
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<td>Develops and administers project budgets. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares the preparation of financial reports as required. Administers ongoing purchasing activities.</td>
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<td>Develops and administers project-focused training and assesses proficiency or readiness of trainees. Responds to questions regarding data collection, coding, management and analysis methods.</td>
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<td>Identifies funding sources and opportunities. Authors technical proposals and/or works with researchers to develop project proposals. Interfaces with funding agencies to exchange information regarding project status and to build and maintain rapport to enhance opportunities for additional funding.</td>
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<td>Plans, develops and implements public relations strategies. Responds to external requests for information. Develops press releases, newsletters, articles and other types of communications pieces. Plans and participates in meetings, discussion groups and other types of events to promote project visibility. Lectures on behalf of the project.</td>
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<td>Coordinates and/or links project operations with other administrative and research functions on and off campus. Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.</td>
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Stays informed of developments in the field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes an active network of professional contacts. Remains informed of the current status of completed and ongoing research in related areas.

Provides leadership and guidance to staff, student workers, volunteers, graduate students, outside consultants, and/or other constituencies, as assigned. 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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<th>Essential</th>
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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:**
- Master's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Directly related education and project administration experience in specialized field represented by project.

**Preferred Education:**
- Doctorate

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/Training

Skills:  Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises:  Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

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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