UNIVERSITY OF SOUTHERN CALIFORNIA

Project Manager

Job Code: 135015

Grade: K
OT Eligible: No
Comp Approval: 5/15/2007

JOB SUMMARY:
Assists a principal investigator in managing all phases of a large project grant and any subcontracts. Provides leadership and direction for day-to-day project operations and administrative activities. Participates in the planning, design and development of project protocols, data acquisition and management, analysis and reporting of study results.

JOB ACCOUNTABILITIES:

 E/M/NA % TIME

--- --- Assists a principal investigator with formulating research objectives. Plans, organizes and schedules activities to meet objectives. Develops and implements operating policies, procedures and systems to support planned operations. Ensures these are well-documented and communicated to project personnel.

--- --- 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.

--- --- Develops and manages project budgets. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares and/or directs the preparation of financial reports as required. Directs ongoing purchasing activities including authorization of one-time major purchases.

--- --- Directly or indirectly manages staff assigned to project. Plans and staffs project operations based on proposed research activities and timelines. Includes negotiation and oversight of subcontracted services as necessary. Makes hiring, promotional and salary decisions in accordance with University policy. Provides training and technical supervision to staff. Motivates and monitors the progress of work performed by project staff to include senior technical personnel. Assesses need for and follows through with disciplinary action.

--- --- 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.

--- --- 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.

--- --- 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.
Establishes and maintains an active network of professional contacts. Remains informed of the current status of completed and ongoing research in related areas. Actively participates in professionally sponsored meetings, seminars and symposia as a representative of the project and the University.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. 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:  
[ ] 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:**

Master's Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 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
Staff development
Statistical analysis
Teaching/Training

Supervises: Level:

Supervises employees and student 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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