UNIVERSITY OF SOUTHERN CALIFORNIA

Project Director

Job Code: 135019

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

JOB SUMMARY:

Directs a research project of major size and scope. Defines, organizes and manages highly visible research projects. Includes proposal development, direct negotiations with funding sources, personnel and budget administration, design of research protocols and instruments, and interpretation and publication of results. Is recognized as an expert in field of research and offers consultative services to promote project visibility.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Defines and organizes research projects. Plans objectives and strategies and develops proposals.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Researches information regarding grant programs and funding opportunities from governmental agencies, vendors and foundations. Responds to requests for proposal. Presents written and oral proposals to potential funding sources. Interacts with vendors to obtain funding for joint development projects.</td>
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<tr>
<td>______</td>
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<td>Designs research protocols and instruments. Directs research activities frequently involving the coordination of national efforts and evaluates and interprets results. Plans and organizes conferences to disseminate research information.</td>
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<td>Directly or indirectly manages research staff affiliated with project. Determines staffing levels based on project objectives and operational plans and schedules. Oversees training, salary administration and performance management for project staff. Directs the setting of goals and priorities and motivates and monitors the progress of staff including senior technical staff.</td>
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<td>______</td>
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<td>Develops and manages budgets to satisfy University and funding agency requirements. Authorizes expenditures. Directs the reconciliation of accounts and preparation of financial reports.</td>
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<td>Serves as the primary resource for project information. Develops effective oral presentations for large audiences. Participates in national discussions and maintains an active network of contacts with expertise in field of study. Writes scholarly and popular press.</td>
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<tr>
<td>______</td>
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<td>Plans marketing strategies to promote project visibility. Seeks publication for research, conference proceedings, surveys and other project activities.</td>
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<td>Participates in University policy level committees and works directly with top academic and staff administrators.</td>
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<tr>
<td>E____</td>
<td>______</td>
<td>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.</td>
</tr>
</tbody>
</table>
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
- [x] 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:**

- Doctorate
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- Combined education/experience as substitute for minimum experience
- Over 10 Years

**Minimum Field of Expertise:**

- Education and experience directly related to field of research. Expert knowledge of field, statistical research, and fundraising.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- 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

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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