



## JOB INFORMATION

Job Code:	135019
Job Title:	Project Director
FLSA Status:	Exempt
Supervisory:	
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	5 Manager

## 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 QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Doctorate	

### Additional Education

*Check here if experience may substitute for some of the above education.*

X Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		10 years	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

X Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Education and experience directly related to field of research.
X		Expert knowledge of field, statistical research, and fundraising.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Defines and organizes research projects. Plans objectives and strategies and develops proposals.				
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.				
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.				
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.				
Develops and manages budgets to satisfy university and funding agency requirements. Authorizes expenditures. Directs the reconciliation of accounts and preparation of financial reports.				
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.				
Plans marketing strategies to promote project visibility. Seeks publication for research, conference proceedings, surveys and other project activities.				
Participates in university policy level committees and works directly with top academic and staff administrators.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.