



## Project Specialist- Administrative Job Description

### JOB INFORMATION

|                   |  |
|-------------------|--|
| Job Code:         | 135012   |
| Job Title:        | Project Specialist- Administrative   |
| FLSA Status:      | Non-Exempt   |
| Supervisory:      | Leads employees performing similar work on a project basis.; May oversee student, temporary and/or casual workers. |
| Job Family:       | Project Management   |
| Job Family Group: | Administrative Support   |
| Management Level: | 7 Individual Contributor   |

### 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 QUALIFICATIONS:

#### Education

| Req | Pref | Degree            | Field of Study |
|-----|------|-------------------|----------------|
| X   |      | Bachelor's degree |                |
|     | X    | Master's degree   |                |

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X   |      | 2 years         |                  |
|     | X    | 3 years         |                  |

#### Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

| Req | Pref | Functional Skills                                      |
|-----|------|--|
| X   |      | Directly related project or administrative experience. |

#### Other Job Factors

## JOB ACCOUNTABILITIES

|  | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| 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 staff 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.   |               |                  |                 |            |

## 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 |                   | 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. |

**Other Requirements**

|  |   |                   |  |
|--|---|-------------------|--|
| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>  | <i>Essential:</i> | <i>Mandated Reporter</i>   |
|  | 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. |                   | 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:<br><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> |   |                   | No   |

**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.