



JOB INFORMATION

<i>Job Code:</i>	111063
<i>Job Title:</i>	Special Project Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Administrative/Clerical Support
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists an administrator in managing all phases of a variety of short and long-term special projects for a school, an administrative/academic department or division. Provides leadership and direction for day-to-day project operations and administrative activities. Contributes to the planning, design, development and implementation of project objectives, procedures, processes and standards.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Administrative or project administration experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages special projects on behalf of administrator. Provides assistance and support to an administrator in the planning, design, development and implementation of short and long-term projects for a school, an administrative/academic department or division. Plans, coordinates, schedules and organizes project activities to meet objectives.				
Researches, gathers, organizes and summarizes data for special projects. Develops, evaluates, recommends and implements procedures for data acquisition, management and quality control. Analyzes data for trends or conclusions and presents results and recommendations to administrator.				
Prepares status reports on project plans, progress and results of activities. Develops, enhances and maintains information systems to support project operations.				
Coordinates and assembles confidential documentation. Ensures completeness and accuracy of the documentation for submission to school, department or division for review and/or approval. Maintains confidential files. Coordinates and monitors distribution of confidential materials.				
May directly or indirectly manage staff assigned to a project. Plans and staffs project operations based on proposed activities and timelines. Makes hiring, promotional and salary decisions when necessary in accordance with University policy. Provides training and technical supervision to staff, as needed. Motivates and monitors the progress of work performed by project staff.				
Assists formation of ad hoc committees and monitors progress toward completion of assigned tasks. Ensures that committee reports and recommendations are submitted in a timely manner. Follows up with implementation as appropriate.				
Serves as key resource for project information. Interfaces with faculty, staff, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by project staff or administrators.				
Develops, prepares and edits reports, publications, speeches, presentations, official correspondence, newsletters, articles, bulletins, brochures, manuals and other training materials, advertising copy, etc, as needed or assigned. Identifies and determines topics or subjects for various projects.				
Designs and creates documents using computerized graphics, desktop publishing and word processing software . Determines type(s) of artwork (e.g. illustrations, photos, charts, graphs, design covers) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.				
Manages all aspects of publication production in order to meet all applicable deadlines.				
Evaluates response to documentation and/or publications for effectiveness. Makes recommendations for future documentation and/or publications.				
Develops and manages project budgets. Provides historical data and projections. Prepares and/or directs the preparation of financial reports as required.				
Coordinates and/or links project operations with other administrative functions on and off campus and/or within the school, department or division.				

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: https://policy.usc.edu/mandated-reporters/

