



**USC** University of  
Southern California

## Assistant Office Manager Job Description

### JOB INFORMATION

Job Code:	111030
Job Title:	Assistant Office Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Administrative/Clerical Support
Job Family Group:	Administration
Management Level:	5 Manager

### JOB SUMMARY

Establishes and organizes office standards and procedures and maintains systems for the administration of office records. Assists in financial management, supports project planning and execution, and maintains and replenishes office equipment and supplies for assigned unit.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	in related field(s)	

#### 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	experience in a professional finance environment.
	X	3 years	experience in a professional finance environment.

#### 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		Excellent written and oral communication skills.
X		Demonstrated experience managing complex departmental financial processes and records.
	X	Exceptional written and oral communication skills.
	X	Strong organizational instincts and attention to detail.
	X	Excellent interpersonal skills and proven success in cross-functional collaboration.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Knowledge of human resources, purchasing, and procurement processes.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes and organizes office standards and procedures. Assists in developing and coordinating implementation of department policies and procedures. Maintains systems for the administration of records for the assigned unit, including electronic files and databases, ensuring staff files are up to date and secure.				
Assists in financial management for assigned unit. Processes and monitors timekeeping and assists with routine employment matters (e.g., support recruitment, employment records maintenance). Tracks and monitors fiscal activity, analyzes variances, and authorizes expenditures within established limits. Creates, distributes, and updates budgets and financial reports and prepares and maintains internal accounting records.				
Supports project planning and execution to meet team objectives as needed. Provides support for office equipment and technology as needed. Reviews, prioritizes, and responds to correspondence and requests directed to department leadership. Researches, gathers, organizes, and summarizes data for reports and takes necessary steps to address issues and resolve problems.				
Maintains and replenishes office supplies as well as inventory, equipment, furniture, and other essentials. Liaises with facility management teams and obtains maintenance contracts. Conducts regular assessments of the facility and submits works requests as needed.				
Builds and maintains relationships with key stakeholders across the university. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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>
Campus Security Authority (CSA)			Essential:
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.