



Health Projects Coordinator, USC WorkWell

Job Description

JOB INFORMATION

Job Code:	137331
Job Title:	Health Projects Coordinator, USC WorkWell
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Employee Health & Wellness
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Supports the design and execution of wellness promotion programs and USC Workwell administrative functions. Responsible for efficient office procedures, system maintenance, scheduling and procurement. Acts as a secondary administrator as needed for reception duties, liaising between senior staff and employee clients. Sets up the administrative and logistical details of educational wellness events, communicating information on a timely basis and meeting project deadlines. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		High school or equivalent		
	X	Bachelor's degree	Communication	Or
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Psychology	Or
	X	Bachelor's degree	Health Promotion and Disease Prevention	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level	
	X	3 years		

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive experience in event planning/coordination, marketing, public relations, health promotion, and/or office administration.
X		Demonstrated interpersonal skills, able to establish strong, positive, respectful working relationships and rapport with diverse groups of visitors and team members.
X		Proven knowledge of office reception functions and procedures (e.g., data entry, reporting), able to work independently and proactively.
X		Excellent organizational skills, able to coordinate logistics and provide support with projects.
X		Demonstrated written and verbal communications skills, able to exercise discretion with confidential information.
X		Experience with Microsoft Office.
	X	Experience in human resources and/or higher education.
	X	Demonstrated knowledge of wellbeing services and resources.
	X	Experience ordering office supplies, managing purchase orders, and cataloging and managing physical office assets (e.g. computers, phones, chairs).
	X	Experience overseeing departmental administration and business operations, providing support for program development and the production/delivery of materials.
	X	Proven ability to support concurrent projects, prioritize competing assignments, and work with tight deadlines and frequent interruptions.
	X	Demonstrated ability to take initiative and anticipate office/staff needs.
	X	Experience with procurement, budget reconciliation and processing.
	X	Demonstrated experience maintaining a high degree of confidentiality.
	X	Bilingual communication skills, fluent in English and Spanish.
	X	Advanced knowledge of Microsoft Office.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supports and refines office protocols, upholds consistent standards and ensures data and systems are updated regularly. Maintains currency with basic counseling guidelines, and USC Workwell, HR and university policies and resources. Performs administrative duties (e.g., budgeting, procurement).				
Supports development for programs promoting wellbeing or work-life balance, collaborating with others to provide event planning support and coordinate logistics. Drafts program and resource materials for electronic/print distribution.				
Develops professional relationships with HR stakeholders to efficiently perform duties. Serves as a point of contact for USC Workwell, HR and university communication requests, inquiries and correspondence, troubleshooting or escalating challenges for timely resolution. Upholds confidentiality policies and protocols maintaining the USC Workwell's reputation.				
Incorporates constructive internal/external feedback and engagement into continuous improvements. Escalates and routes urgent issues and requests through appropriate channels.				
Upholds the principles of the USC Code of Ethics. Maintains confidential client records. Demonstrates the alignment of USC Workwell offerings with departmental/university strategic plans. Contributes to an inclusive environment, building and maintaining strong cross-functional relationships between varied organizational and university cultures.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/
<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: https://dps.usc.edu/alerts/clery/			

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.