



USC University of
Southern California

Project Administrator Job Description

JOB INFORMATION

Job Code:	135013
Job Title:	Project Administrator
FLSA Status:	Exempt
Supervisory:	May oversee staff, students, volunteers, agencies and/or resource employees.
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists a principal investigator in administering all phases of a large project grant and any subcontracts. Administers project operations and functions such as planning, design and development of project protocols, data acquisition and management, analysis and reporting of study results. Contributes to the design of research protocols. May oversee staff, students, volunteers, agency workers and/or resource employees.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	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		3 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related education and project administration experience in specialized field represented by project.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists a principal investigator with formulating research objectives. Administers planning, organization and scheduling activities to meet objectives.				
Develops and implements operating policies, procedures and systems to support planned operations. Ensures these are well-documented and communicated to project personnel and/or other parties.				
Contributes to the design of research protocols. Evaluates, recommends and implements procedures for data acquisition, management and quality control. Evaluates and recommends statistical methods for data analysis and monitors and interprets results of analysis. Prepares technical reports and papers on study plans, progress and results of research activities.				
Develops and administers project budgets. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares the preparation of financial reports as required. Administers ongoing purchasing activities.				
Develops and administers project-focused training and assesses proficiency or readiness of trainees. Responds to questions regarding data collection, coding, management and analysis methods.				
Identifies funding sources and opportunities. Authors technical proposals and/or works with researchers to develop project proposals. Interfaces with funding agencies to exchange information regarding project status and to build and maintain rapport to enhance opportunities for additional funding.				
Plans, develops and implements public relations strategies. Responds to external requests for information. Develops press releases, newsletters, articles and other types of communications pieces. Plans and participates in meetings, discussion groups and other types of events to promote project visibility. Lectures on behalf of the project.				
Coordinates and/or links project operations with other administrative and research functions on and off campus. Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.				
Stays informed of developments in the field. Reads pertinent literature, attends meeting and participates in professional associations as appropriate. Establishes an active network of professional contacts. Remains informed of the current status of completed and ongoing research in related areas.				
Provides leadership and guidance to staff, student workers, volunteers, graduate students, outside consultants, and/or other constituencies, as assigned.				

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/
<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/			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.