



JOB INFORMATION

Job Code:	135007
Job Title:	Project Assistant
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists with data collection for a project or study and assists with research center or project administrative functions.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Bachelor'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		1 year	

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		Knowledge of data collection procedures
X		Experience with proposal preparation and production of technical documents

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists with data collection for a research study. Follows established data collection and management procedures to prepare, collect, record or enter data. Cleans and edits data and performs basic analysis. Collects pertinent information from study participants through interviews, administration of tests or surveys or questionnaires, scheduling of medical procedures, or other collection procedures.				
Assists in coordinating study participant activities to include recruitment, correspondence, screening and orientation. Schedules appointments and procedures, coordinating with external providers as needed.				
Assists in the organization and production of grant proposals. Gathers documentation such as annual reports and detailed budgets for inclusion in proposal. Works with investigators to develop research proposals. Interfaces with funding agencies to exchange information.				
Assists in preparing and editing articles, proposals, journals, manuscripts and other technical documents. Coordinates the production of same. Supervises production work performed by internal staff or interfaces with vendors to negotiate and contract for production services. Monitors vendor performance to ensure quality and timeliness of contracted work.				
Independently produces reports, correspondence and other materials as needed. Maintains automated databases and other records for reporting and compliance purposes. Generates reports and analysis of data according to project schedules or on an ad hoc basis.				
Hosts project or study guests, e.g., funding agency representatives, national and international visiting scholars, and media representatives.				
Arranges and attends meetings, seminars, symposia and other events related to project efforts. Stays informed of developments in field.				
Orders supplies and equipment. Researches new equipment purchases and develops recommendations for supervisor's consideration.				

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.