



## JOB INFORMATION

<i>Job Code:</i>	129605
<i>Job Title:</i>	Project Manager (PMO)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Project Management
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Leads and organizes projects. Manages project governance and communicates to project stakeholders. Develops project deliverables (e.g., metrics to track how constituent projects align to program strategies/goals). Oversees implementation of projects and continuous improvement activities.

## 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.**

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	
	X	7 years	

### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in business, psychology, communications or another related field.
X		Five years' experience in project management and business administration.
X		Demonstrated ability to manage concurrent projects and lead mid-sized projects (e.g., identifying potential process improvements).
X		Exceptional critical thinking and organizational skills, and the ability to prioritize.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communications skills.
X		Proficiency with Microsoft Office (e.g., MS Project, Visio).
X		Experience with project portfolio management tools.
	X	Certified Associate in Project Management, Project Management Professional, Prosci and/or similar certifications.
	X	Experience in higher education or finance.
	X	Excellent interpersonal skills, emotional intelligence, and relationship-building abilities.
	X	Knowledge of process mapping (e.g., tools, techniques, concepts).
	X	Demonstrated data-driven mindset and instinct for extracting insights from metrics to generate informed decision-making.
	X	Demonstrated ability to effectively communicate with senior leadership.
	X	Experience in leadership and people-building roles.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Understands how projects/programs facilitate department goals. Defines and gains alignment on project success criteria and business benefits. Conducts performance management analysis (e.g., coordinated project audits/reviews) to evaluate investment outcomes (e.g., cost, schedule, performance).				
Articulates vision/roadmap to diverse groups (e.g., project teams, stakeholders). Attends/leads regular status meetings (e.g., to monitor project updates, gather change requests, communicate risks/issues across project teams). Socializes key messages to project leadership. Delivers customized project/portfolio reports (e.g., progress and performance of initiatives) to a broad range of stakeholders.				
Manages expectations through building and presenting business cases and risk assessments. Develops key performance indicators in partnership with stakeholders; closely tracks metrics to evaluate realized benefits. Diagnoses project/program challenges with objectivity; designs rational solutions in response. Identifies and triages project risks; escalates to leadership as appropriate.				
Provides insights to influence development of future strategic roadmaps. Demonstrates alignment to university's strategic plan. Maintains currency with industry knowledge and new project/program management methodologies, frameworks, tools, and technologies.				
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>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	

**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.