



JOB INFORMATION

Job Code:	135011
Job Title:	Project Specialist
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.; Supervises employees performing similar work on a project basis.
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides specialized research support to investigators in the development of research protocols for a project or study. Or supervises a segment of a research project such as data collection or data analysis.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 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

Req	Pref	Functional Skills
X		Directly related education and experience to be able to advise on project procedures and analysis techniques.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in the design of study protocols. Recommends methods and procedures for data acquisition, management and quality control. Recommends statistical techniques for data analysis. Contributes to the writing of reports, research papers, articles and other documentation of study results.				
Assists in building and maintaining study samples. Disseminates information about the project. Screens participants by assessing eligibility for research protocols and potential for commitment to project. Develops and implements sample enhancement strategies. Monitors participant progression throughout study and conducts evaluation at end of study.				
Contributes to the documentation and update of study procedures. Coordinates design, revision, approval and production of research instruments and related materials such as consent forms.				
Instructs study personnel on proper protocol and quality assurance procedures and responds to questions regarding data collection, coding, management and analysis methods.				
Advises on statistical techniques for data collection and analysis. Assists in the planning of data collection. Develops computer programs for data screening and analysis or recommends and uses statistical software. Generates graphs, charts or tables to present analysis results and provides interpretation.				
Conducts quality assurance reviews of research protocols. Monitors and cites violations and submits regular reports.				
Writes status reports of study efforts and works with investigators on the writing of articles, research papers and other documentation of study results.				
Stays current with pertinent literature and developments in field of specialization.				
Researches and recommends specialized equipment purchases and hardware/software installations and modifications. Operates and maintains very specialized equipment and trains others in equipment usage.				

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.