USC University of Southern California

Senior Coordinator, Document Control
Job Description

JOB INFORMATION

Job Code:	181496
Job Title:	Senior Coordinator, Document Control
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Construction
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for all document control, managing, coding, imaging, indexing and notifying staff of all contractual and critical project documentation. Assists with administration of databases or project management information systems. Provides technical support to internal/external stakeholders.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		

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		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

Req	Pref	Functional Skills
X		Extensive experience working on major projects, knowledge of technical document types, and related processes.
X		Experience working in PMIS on a program basis, administering databases and controlling user access and security.
X		Knowledge of relevant standards and regulations (e.g., ISO, FDA, GMP).
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Exemplary attention to detail, able to provide consistency across databases, in process, coding, data clean up and re-staging.
X		Demonstrated expertise with project management information systems (e.g., eBuilder, SharePoint, Asana).
X		Extensive experience in document control processes.
X		Working knowledge of the software development lifecycle.
X		Proficiency with Microsoft Office and working knowledge of Apple operating systems/software.
	X	Experience with drafting tools/software (e.g., AutoCad).
	X	Experience in higher education or other highly regulated industries (e.g., medical, military).
	X	Ability to read and interpret drawings and other technical/production documentation.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for database administration (e.g., security, user accounts, project access, staff reassignments, workflow modifications) to enable bidding and access to contract documents and custom field creations/modifications. Provides day-to-day "help desk" support to internal/external users.				
Reviews, logs, scans, codes and uploads documents into databases or project management information systems. Applies and manages metadata attributes. Establishes lifecycle reviews and ensures updates are initiated and followed through by all stakeholders.				
Internally routes all contract change orders, and externally routes them for signatures. Collaborates with cross-functional stakeholders to review project specifications and change requests. Conforms documents as required. Follows established naming conventions for filing documents and distributes to users for commitment revisions.				
Responsible for all contract and project-related document control (e.g., preliminary notices, lien releases, labor rate sheets). Manages the review and distribution of controlled documents (e.g., watermarks, tracking logs). Assists with archival, retrieval and update processes for documentation.				
Monitors, coordinates and controls the revision process of procedures, drawings, specifications and test methods. Prepares reports on critical data points to continuously help identify improvement opportunities.				
Disencumbers commitments in databases to reflect final contract value at the end of projects. Assists with migrating processes and content from other sources. Provides ad hoc reporting and support to internal/external project stakeholders as required.				
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: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
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.