



USC University of
Southern California

Technical Project Specialist Job Description

JOB INFORMATION

Job Code:	165450
Job Title:	Technical Project Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Technical Project Management
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides specialized IT support services for day-to-day technology-based project operations and administrative activities that accompany all phases of short and long-term specialized technology projects. Contributes to the planning, design, analysis, implementation, and quality assurance of all project deliverables. Provides specific technical expertise and troubleshooting of all functions supported.

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.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 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		Expert skill-level and specialized experience in specialty area.
X		Experience with the design, modification, operation, installation, and maintenance of IT equipment and systems as well as information technology project management.
	X	Degree in information science or information technology.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Certification in information technology project management.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Executes within all areas of systems integration, hardware selection and configuration, prototype development, systems configurations, software/data installation and system software.				
Provides a variety of IT consulting services in areas such as specialized software, hardware, data access/analysis, and research. Provides support for specialized software/data installation, configuration and planning. Investigates and analyzes various specialized computing options and solutions.				
Researches, gathers, organizes and summarizes data for special technology projects. Develops, evaluates, recommends and implements procedures for data acquisition, management and quality control. Analyzes data for trends or conclusions and presents results and recommendations to management.				
Serves as key resource for specialized technology project information. Interfaces with faculty, staff, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by project staff or administrators.				
Interacts with hardware and software vendors to establish or maintain supportive relations. Conducts side-by-side vendor comparisons, formulates performance criteria, and submits benchmark analysis reports with departmental usage recommendations.				
Conducts research on new technologies as requested. Tests new specialized software and hardware and recommends purchase for university-wide or department usage.				
Assists with project budget development. Monitors and reconciles budget activity. Analyzes variances and provides projections. Prepares financial reports, as needed.				
Prepares status reports on specialized technology project plans, progress and results of activities. Develops, enhances and maintains information systems to support project operations.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

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.