

UNIVERSITY OF SOUTHERN CALIFORNIA

Research Program Manager (Non-Clinical)

Job Code: 133128

OT Eligible: No

Comp Approval: 2/28/2020

JOB SUMMARY:

Manages non-clinical research program operations, services, day-to-day activities and administrative functions. Participates in the development of short- and long-term program strategies. Manages team members, and is responsible for staff and team development.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Plans and develops non-clinical research program objectives and/or content. Coordinates and supervises teams' daily activities, and sets priorities to ensure tasks are completed. Manages day-to-day administration of a broad range of programs and activities (e.g., calendar management, event coordination).
_____	_____	Develops and manages program operating and administrative policies and procedures. Manages the implementation and evaluation of programs, (e.g., curricula and textbook review). Develops program plans and facilitates issue resolutions to reach stated goals and objectives. Addresses program-related questions and resolves problems. Supervises, trains, and develops staff. Manages and communicates ongoing changes in tasks, goals or performance.
_____	_____	Manages budget and resource allocations to reach program objectives, and provides financial status reports as requested. Uses formal processes and tools for analyzing and managing resources, budgets, risk and program changes to reach program objectives. Identifies fundraising opportunities and seeks funds for program operations.
_____	_____	Develops marketing strategies to promote programs. Participates in professional conferences and provides marketing and public relations support.
		Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Related experience with specialized research and/or programs (e.g., counseling, teaching).

Ability to analyze and evaluate data, and present findings. Excellent interpersonal and written and oral communication skills, able to problem solve and lead conflict resolutions.

Ability to interpret and apply policies/analyses/trends.

Preferred Education:

Master's degree

Preferred Experience:

7 years

Preferred Field of Expertise:

Seven years' related experience with specialized research and/or programs. Related special education, licensing, or certifications based upon program content and services. Proven managerial skills. Knowledge of conceptualization and design concepts. Proven experience with budget development.

Supervises: Level:

Supervises employees and/or student workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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