

USC Leonard Davis School of Gerontology

**Job Posting: Los Angeles County Elder Abuse Forensic Center
02/15/06**

Job Position: Special Project Manager
Grade: K

Job Summary:

Assists an administrator in managing all phases of a variety of short and long-term special projects for a school, an administrative/academic department or division. Provides leadership and direction for a day-to-day project operations and administrative activities. Contributes to the planning, design, development and implementation of project objectives, procedures, processes and standards.

Additional Duties:

1. Review referrals to the Elder Abuse Forensic Center and schedule referral review date; Review any questions regarding referrals with the medical director.
2. Prepare agenda for the weekly meetings of the key personnel and distribute to the key personnel prior to the meeting.
3. Assist referring source in preparing to present case to the forensic center team.
4. Invite any special members of the team for meetings when indicated (for example, invite regional center when a disabled client is to be presented).
5. Manage the weekly forensic center meeting, observing time limitations for each case and keeping notes to summarize the recommendations and action plan for each member of the team.
6. Remind team members of their responsibilities in each case and gather the data as it returns on each case.
7. Serve as the forensic center's primary liaison with partner agencies.
8. Assist in the coordination of student internships with the forensic center, i.e. psychology, law, medicine students.
9. Assist in the planning and implementation of the forensic center's education and training activities.
10. Assist in the completion of all progress and final reports due to the forensic center's supporters, i.e. foundations and other grant-making entities.

Job Qualifications:

Minimum Education:

Bachelor's Degree

Minimum Experience:

5 years

Minimum of Field Experience:

Administrative or project administration experience

Preferred Education:

Master's Degree

Other Skills:

Analysis

Assessment/evaluation

Budget development

Communication-written and oral

Conflict resolution

Creative writing and editing

Interpretations of policies/analysis/trends

Interviewing

Knowledge of applicable laws/policies

Managerial skills

Networking

Organization

Planning

Problem identification

Project management

Research

Scheduling

Statistical analysis

Teaching/training

Skills/Machine:

Computer Network

Personal Computer

Supervises: Level:

Supervises employees and student workers

Supervises: Nature of Work:

Administrative

Clerical

Professional

Project Management

Contact:

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