

## **Special Project Manager, 2/27/2019**

**Fixed Term, two years**

**Job Code: 111063**

**Exempt**

The USC Viterbi School of Engineering seeks a Special Project Manager to be responsible for the successful delivery of customer projects by marshaling internal and external resources. Provides leadership and management for large-scale proposal preparation, day-to-day project operations, analysis and administrative activities. Participates in the planning, design and development of projects and proposals, and the analysis and reporting of relevant results. This position is new to the School, established initially as a full-time, two-year fixed role, to demonstrate the benefit of such direct central proposal support and can be extended based on the effectiveness of the role. Reporting to the Director of New Research Initiatives, responsibilities include:

The following items will comprise approximately 70% full-time equivalent of the role:

- Manage key center-level proposals from initiation to completion
- Plans, organizes and schedules activities to meet objectives. Ensures that these are well-documented and communicated to the proposal team.
- Continuously keeps track of new or upcoming large, center-level proposal opportunities announced by federal agencies, corporations, and foundations.
- Reports such center-scale opportunities and teaming opportunities regularly to director of research initiatives and vice dean for research to allow advanced planning and team formation.
- Once assigned to a proposal, meets with the PI to develop a coordination plan that includes management of the schedule, technical contents, budget plan, and all other proposal requirements announced by the funding agency; becomes fully familiar with opportunity requirements, additional information available in webinars and FAQs, milestones, and deadlines.
- During the proposal development phase, works closely with the PI and the proposal team, within and outside USC, to collect technical writeups and supplemental items in a timely manner to ensure meeting all milestones and internal and external deadlines; provides calendar of deliverables to proposal team and compels the team to follow it closely. Schedules meetings and conference calls as needed to advance the proposal.
- During the proposal development phase, works closely with the research administrators of the PI and the proposal team, within and outside USC, while coordinating with Viterbi Business Administration (VBA), to ensure all budget items are obtained and organized in a timely manner to ensure meeting all milestones and internal and external deadlines; this includes all cost-share items; also works with USC DCG as needed.
- Serves as a key resource for proposal information and resolves problems or questions referred by internal and external sources.
- Coordinates multiple workstreams.
- Works with the PI and other proposal team members, including students, post-docs, and research staff, to ensure the proposal technical contents are cohesive and that the writing style and graphics are crisp and professional; provides editorial assistance as needed, including reconciling references and citations.
- Supports more advanced stages of the center proposal cycle, including but not limited to site visit preparations by funding agencies.
- Will be trained in various Viterbi School financial accounting and administration roles, and may be requested to assist with developing accounting metrics, reports, and management tools for VBA

Additionally, the role will spend approximately 30% full-time equivalent on the following tasks in support of two industry-endowed centers, namely, AIER and PWICE:

- Facilitates communications and align expectations between multiple parties and the project team.

- Schedules, assembles agenda, and coordinates PWICE & AIER Board of Director and Technical Team meetings; the PWICE and AIER meetings will be separate yet scheduled convenient to each other. There will be up to two meetings per year.
- Updates and maintains Mail-list server for Board and Representatives; use other tools to streamline and facilitate timely communications between all parties.
- Facilitates budget disbursement and monitor expenses.
- During project solicitation years (roughly every other year,) oversees the process for selection of new projects (includes coordination with AIER and PWICE industry partners on research topics, drafting solicitation text, defining timelines for phased selections, distributing the call for proposals, managing the proposal submission and review process, communication of results to proposers, handling budget negotiations and updates).
- Works with Viterbi Advancement to expand the partnerships with the corporate sponsors.

Qualifications:

Advanced technical degree, preferably a PhD, with prior successful experience in proposal writing and/or proposal management is desirable. Excellent organizational skills, ability to work under tight deadlines, ability to communicate rapidly and effectively with large groups. Familiarity with federal funding agencies and opportunities.