Research Center Liaison
USC Leonard D. Schaeffer Center for Health Policy and Economics

*Work-Study Only*

Mission: The Schaeffer Center measurably improves value in health through evidence-based policy solutions, research and educational excellence, and private and public sector engagement.

The Center Liaison facilitates smooth operations of the Schaeffer Center offices. Liaisons are the “face” of the Center, welcoming high-profile visitors, providing support at Center events, lectures, and seminars, and assisting faculty and staff with various administrative projects. Liaisons have many opportunities for professional development through exposure to leading researchers and experience working in a busy office environment. A detailed list of responsibilities is below.

Please send you résumé, cover letter, and Spring 2016 availability to malisas@healthpolicy.usc.edu to apply.

**COMPENSATION:** Graduate or undergraduate students will receive a rate of $12/hour or more, depending on qualifications. There is potential for summer work. Students will work up to 20 hours per week, depending on the student’s availability and Center’s needs.

**RESPONSIBILITIES:**

- Front desk reception
  - Receive and direct visitors, calls; respond to emails
- Design and implement processes for the smooth operation of the offices
  - Reservations, catering, conference rooms, mail, supplies
- Help organize and set up/clean up various Schaeffer Center events and meetings
  - Lunch seminars, research meetings, etc.
- Support External Affairs team with social media outreach (FB, Twitter, YouTube, website, blogs)
- Troubleshoot IT and facilities issues
- Special projects and errands as needed

**SKILLS AND ATTRIBUTES:**

- Responds quickly and efficiently to change, deadlines and competing priorities
- Collaborates well with all levels of personnel: faculty, staff, visitors, other Liaisons
- Clear oral and written communication skills; takes the initiative to engage with people
- Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Web/Social Media
- Good organizational and decision-making skills
- Willingness to learn and take on new tasks