



Children's Law Center

**Training Assistant for Mandated Reporter Training Program**  
(Administrative Assistant)

Children's Law Center, USC Law School, Band 04. \$28,215 or commensurate with experience. State benefits included. Position available June 16, 2022.

**Job Duties:** Performs administrative tasks in support of in-person and virtual training programs on recognizing and reporting child maltreatment. Duties include preparing training announcements, scheduling training programs, registering participants, providing on-site or online support, and related duties.

**Minimum qualifications** include a bachelor's degree, or high school diploma and 4 years work experience that is directly related to the area of employment; or equivalency. This position requires proficiency with Microsoft Office (particularly Excel) in addition to adaptability and familiarity with web-based applications. Must be highly organized and attentive to detail. Must be able to communicate effectively and courteously with staff, trainees, and vendors. Must be able to perform basic mathematical computations.

**Preferred qualifications** include experience in coordination of training programs, event planning, or customer service. Experience in a legal or social services setting would be a plus, as would experience with learning management systems and/or other forms of online training.

**To apply,** submit an online application as required by USC. You may access USC Jobs Online Employment site at <https://uscjobs.sc.edu/postings/119428>.

In addition to completing the online application, attach a cover letter summarizing your qualifications and describing your interest in this position.

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