



Children's Law Center

Training Assistant for Mandated Reporter Training Program (Administrative Assistant)

Children's Law Center, USC Law School, Band 04. \$27,527 or commensurate with experience. State benefits included. Position available July 1, 2020.

Job Duties: Performs administrative tasks under general supervision to support in-person and online training programs for persons required to report child maltreatment. Develops and maintains publication templates and assists in maintaining publications. This position requires occasional travel within the state to assist with training programs.

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 <http://uscjobs.sc.edu/postings/82203>.

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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