Mandated Reporter Training Assistant  
(Administrative Assistant)

Children’s Law Center, USC Law School, Band 04. $27,445 plus state benefits.  
Requisition 007853. Performs administrative tasks to support training programs for persons required to report child maltreatment. Schedules training sessions, reserves training facilities, prepares and disseminates training announcements, registers participants, and handles all logistical details. Formats written materials and develops publication templates consistent with USC’s visual identity, including brochures, training announcements, information packets, manuals, and reports. Serves as resource to other staff regarding design and formatting of publications. Must be able to travel within the state to provide onsite support for training sessions. Requires a bachelor’s degree and one year of related work experience, a high school diploma and 5 years related work experience, or equivalency. Must be proficient in desk-top publishing and have excellent overall computer skills. Must be able to perform basic mathematical computations. Prefer experience in coordination of training programs or event planning. Experience in a legal or social services setting would be a plus. USC requires individuals to complete an online application. Attach a cover letter and a sample publication that you have designed or formatted. You may access USC Jobs Online Employment site at http://uscjobs.sc.edu  EOE/AA