The University of Southern California (USC), founded in 1880, is the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the "Trojan Family," which is comprised of the faculty, students and staff that make the university what it is.

**Job Description**

The Tobacco Center of Regulatory Science (TCORS) Population Core (PopCore) at the Keck School of Medicine of USC is recruiting to fill a full-time Project Assistant position. The Project Assistant will assist with data collection for the USC TCORS, which is funded by the National Institutes of Health and Food and Drug Administration. The PopCore is currently overseeing multiple data collection efforts, including of two young adult cohorts, a cohort of youth in high school, and recruitment for related studies supported by the USC TCORS that are recruiting adult smokers at vape shops and participants for a human experimental study of vaping. Specifically, s/he will execute data collection protocols involving collecting, recording, and entering data via face-to-face and phone based interaction with research participants for all active research projects. This position requires recruitment of research participants, screening, and coordinating/scheduling participant laboratory sessions. Other duties will include purchasing and drafting settlements for project-related expenses as well as managing and overseeing the completion of project-specific grant progress reports and IRB-related documents.

Overall, the successful candidate will have experience working in a behavioral research setting, have excellent organizational skills, work well as a member of a research team, be able to work independently, and have good interpersonal skills in relation to interacting with study participants. The position is full time and requires 5 days/week attendance at our facilities at the USC Health Sciences Campus in Los Angeles, CA.

To apply, please send cover letter, CV, and contact information for 3 references to Kristin Dahlquist (kdahlqui@usc.edu).

*The University of Southern California values diversity and is committed to equal opportunity in employment.*