



<p><b>USC Minimum Qualifications:</b> Bachelor's degree and 2 years related experience in business management, public administration, or administrative services; or equivalency.</p>	<p><b>Position Specific Minimum Qualifications:</b> Bachelor's degree and 2 years related experience in business management, administrative services, legal issues or related field; or equivalency.</p>
<p><b>Knowledge/Skills/Abilities:</b> Extensive knowledge of federal, state and university rules, regulations and policies. Must have investigation experience and the ability to make sound decisions and maintain the confidentiality of investigations. Must have excellent writing and communication skills, work effectively with a diverse community and handle stressful situations or distressed persons while maintaining composure &amp; professionalism. Working knowledge of Microsoft Office, Outlook, Maxient.</p>	<p><b>Preferred Qualifications:</b></p>
<p><b>Mental Demands:</b> Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication</p>	<p><b>Additional Mental Demands:</b></p>
<p><b>Physical Demands:</b> Carrying, Attendance, Driving, Kneeling, Pulling , Pushing, Reaching, Removing, Sitting, Speaking, Standing, Walking, Writing, Talk or Hear</p>	<p><b>Additional Physical Demands:</b></p>
<p><b>Lifting Requirements:</b> Up to 50 Pounds (Medium)</p>	<p><b>Visual Acuity Requirements:</b> Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)</p>
<p><b>Noise Conditions:</b> Ability to Adjust Focus</p>	<p><b>Physical Demands (Elements Exposed to):</b> None of these listed</p>
<p><b>Equipment Needed to Perform the Duties:</b> Calculator, Computer and Peripheral Equipment, Copier, Fax, Scanner, Telephone, Vehicles</p>	<p><b>Additional Equipment Needed to Perform the Duties:</b></p>

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.