



Associate Vice President, Clery and Youth Protection Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	199033
<i>Job Title:</i>	Associate Vice President, Clery and Youth Protection Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Responsible for institutional implementation of all Clery Act and youth protection requirements and programs. Oversees, assesses, monitors, and enhances the spirit and necessary elements for programs and policies with overlapping requirements for state and federal safety considerations, reporting, campus monitoring, training and documentation. Leverages resources, streamlines efforts and supports an enhanced understanding of shared safety responsibilities. Identifies redundancies and implements consistent, coordinated programming for compliance, training and education. Creates systems for oversight and accountability to meet compliance requirements, prioritizing care for all campus constituents. Develops and leads robust communication campaigns highlighting program goals and values.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Public Policy	Or
X		Bachelor's degree	Criminal Justice	Or
X		Bachelor's degree	in related field(s)	
	X	Juris Doctor (JD)		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	of experience with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act compliance and youth protection programs, or in comparable/relevant environments.	
	X	10 years	of relevant experience.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated fluency in principles of leadership and management, project management, and training and skill development.
X		Exceptional written and oral communication and interpersonal skills, with demonstrated experience serving productively and effectively as both a team leader and member, working with groups diverse in culture and background.
X		Demonstrated experience evaluating, coordinating and developing training on policy or procedural subject matter, with the ability to deliver training to various constituents.
X		Excellent organizational, planning and problem-solving skills, able to act independently and make sound decisions.
X		Ability to prioritize and manage multiple projects while developing and managing audit processes and reporting results. Strong customer service orientation.
X		Ability to manage complex and extremely sensitive issues with professionalism while understanding the legal privacy and confidentiality parameters.
X		Proficiency with Microsoft Office.
	X	Proven knowledge of assessment practices involving evaluation of outcomes-based measures and campus climate surveys.
	X	Experience in higher education, judicial and/or regulatory compliance environments.
	X	Bilingual communication skills, fluent in English and Spanish.
	X	Experience with online/digital communication platforms (e.g., social media).
	X	Experience in an employer health setting and/or a HIPAA-regulated environment.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Praesidium Guardian certification.

Other Job Factors

- May have to work evenings, weekends, and/or holidays, based on business necessity.
- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops infrastructure and identifies necessary internal staff and campus liaisons to establish and oversee a combined compliance program for both Clery Act compliance and youth protection. Adopts comprehensive policies consistent with law regulations, and establishes internal operating protocols to communicate expectations, articulate compliance requirements and create accountability standards based on the seven elements of an effective compliance program.				
Identifies and implements safeguards (e.g., centralized tracking system) for high risk issues and incidents (e.g., sexual assault, dating violence, hate crimes, abuse of minors). Manages compliance program administration, monitors and audits internal reporting systems, implements proper discipline for non-compliance and oversees all remedial actions taken in response.				
Obtains data and identifies key issues and relationships relevant to achieving short- and long-range goals (e.g., crime and disciplinary referral data). Crafts, develops and oversees clear and accessible messaging through varied channels for university community members (e.g., faculty/staff, volunteers, students, residents and fellows) applicable to all activity subject to Clery Act and youth protection compliance requirements.				
Drafts comprehensive youth protection policies. Generates and facilitates innovative solutions for Clery and youth protection implementation, change and acceptance. Establishes processes for monitoring the legal and practical landscape to ensure compliance and awareness of effective industry practices.				
Identifies, establishes, develops, and maintains internal/external partnerships (e.g., campus partners, local/state police), collaborating on required actions and all policy, procedure, and practice decisions to achieve safety goals. Creates				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
training programs and educational materials to coordinate constituents with roles, reporting responsibilities and expectations. Serve as recording secretary for Clery Act interdisciplinary team meetings. Represents the university at Clery Act and youth compliance-related conferences and other relevant, public-facing events.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.