



USC University of
Southern California

Manager, Faculty Affairs Job Description

JOB INFORMATION

<i>Job Code:</i>	139027
<i>Job Title:</i>	Manager, Faculty Affairs
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Faculty Services
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages the operations and administration of the academic life cycle for faculty. Develops and maintains faculty policies and procedures. Contributes to short- and long-term strategies for continuous improvement to faculty affairs.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	9 years	

Additional Work Experience

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

X	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Leadership experience supervising and providing guidance to employees in a faculty governance environment.
X		Comprehensive understanding of and ability to clearly communicate all aspects of faculty affairs.
X		Organized, resourceful, and detail-oriented.
X		Excellent decision-making skills.
X		Expert writing skills and interpersonal abilities.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Familiarity with and passion for the academic culture of the university.
	X	Understanding of existing university systems.
	X	Proven success in a leadership position.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages day-to-day faculty affairs activities (e.g., human resources-related functions). Hires, trains and supervises support staff. Counsels and disciplines employees, making firing and status change decisions as necessary.				
Oversees the preparation and issuance of faculty contracts and any other official correspondence pertaining to faculty appointments, promotions, and sabbaticals (e.g., dossiers, endowed titles).				
Ensures maintenance of accurate files and records for all relevant documentation. Develops contract, leave, policy and system guidelines. Recommends policy changes and provides advice on procedure amendments.				
Serves as subject matter expert on faculty affairs policies, procedures, systems and technology (e.g., Workday). Develops and maintains currency with all relevant faculty-related data and communicates necessary information to others as appropriate. Designs and develops relevant training programs (e.g., contracts, salary review) and onboards new faculty affairs staff.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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/			

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.