



Senior Faculty Affairs Coordinator Job Description

JOB INFORMATION

<i>Job Code:</i>	139023
<i>Job Title:</i>	Senior Faculty Affairs Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Faculty Services
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides services supporting the faculty employee life cycle. Promotes and supports faculty-related programs, policies and procedures.

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.

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		3 years	
	X	5 years	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to work independently with minimal to no direct supervision or guidance.
X		Experience with and understanding of faculty-related processes (e.g., tenure, sabbaticals).
X		Extremely organized and self-motivated.
X		Experienced in Microsoft Office.
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Leadership experience.
	X	Understanding of the university's faculty and culture.
	X	Passion for higher education.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs administrative and human resources-related functions for faculty (e.g., maintaining schedules, tracking tenure). Assists leadership with management of new and/or special faculty-related initiatives.				
Distributes messages to faculty. Administers and processes documents related to faculty appointment, promotions, and tenure (e.g., resumes, forms). Files documents appropriately and maintains accurate records. Creates and maintains content on faculty websites and portals.				
Gathers and communicates all information necessary for faculty academic life cycle. Generates and analyzes reports on faculty-related data as necessary. Assists with presentation of faculty data. Maintains and manages confidential files related to faculty misconduct and other sensitive issues.				
Serves as point of contact to address faculty inquiries. Maintains currency with all faculty-related information (e.g., payroll, sabbatical and retirement processes) and effectively communicates with university stakeholders. Maintains faculty appointment and hiring data in campus-wide systems (e.g., Workday, FAM).				
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.