



Senior Vice President, Research and Innovation Job Description

JOB INFORMATION

Job Code:	199073
Job Title:	Senior Vice President, Research and Innovation
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Executive Officer
Job Family Group:	Administration
Management Level:	1 Officer

JOB SUMMARY

Oversees research and innovation for the university, ensuring an equitable and cohesive approach across all university campuses. Develops and implements strategic research plans, manages research administration and compliance functions, and works closely with key stakeholders to promote inter- and multi-disciplinary research across the university. Oversees the allocation of resources to support research activities, develops partnerships to expand research activities, and undertakes key initiatives by the president as assigned.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Doctor of Philosophy (PhD)	
	X	Doctor of Philosophy (PhD)	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		10 years	of experience in research management and administration.
	X	12 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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven track record of securing funding for research projects and programs.
X		Strong leadership and management skills and the proven ability to lead and manage teams.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent communication and interpersonal skills.
X		Strong analytical and strategic thinking skills.
X		Strong understanding of federal and state regulations related to research.
X		Experience in a senior leadership role.

Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees research and innovation for the university. Provides leadership and direction for university research centers and institutes, ensuring an equitable and cohesive approach towards research across all university campuses and locations. Develops, coordinates, and implements short- and long-range strategic plans for research, intellectual property, technology transfer, incubation, and partnerships that align with the university's mission and goals.				
Works closely with key university stakeholders to promote inter- and multi-disciplinary research across the university; to support a full spectrum of research inquiry across the arts, sciences, and humanities; and to seed research. Collaborates with university stakeholders to understand, analyze, and adapt to new and evolving research opportunities, to develop cross-disciplinary approaches to problem solving, and to expand the campuses' capabilities in health-related fields.				
Collaborates with faculty, staff, and administrators to develop and implement policies and procedures that promote and support research excellence. Manages research administration and compliance functions to ensure university-wide compliance with federal and state regulations. Oversees the allocation of resources to support research activities (e.g., grants, contracts' and other funding sources) and develops and maintains partnerships with external organizations to support and expand research activities.				
Undertakes strategy and innovation initiatives as assigned by the president as assigned. Provides regular updates regarding health and direction of research and innovation at the university. Fosters a culture of innovation and collaboration among researchers, faculty, and staff, and partners to advance diversity, equity, and inclusion in all aspects of research conducted at the university.				
Establishes and maintains appropriate network of professional contacts and represents the president and the university at meetings, conferences, and other events. Maintains awareness, knowledge, and compliance of any changes within local, state, and federal legal and regulatory environments, as well as university and departmental policies and procedures, which may affect operations. 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
Yes	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.