



## Vice President, Civic Engagement Job Description

### JOB INFORMATION

|                          |  |
|--------------------------|--|
| <i>Job Code:</i>         | 199057   |
| <i>Job Title:</i>        | Vice President, Civic Engagement   |
| <i>FLSA Status:</i>      | Exempt   |
| <i>Supervisory:</i>      | May oversee staff, students, volunteers, agencies and/or resource employees. |
| <i>Job Family:</i>       | Senior Executive   |
| <i>Job Family Group:</i> | Administration   |
| <i>Management Level:</i> | 2 Senior Executive   |

### JOB SUMMARY

Serves as senior leader of the Office of University Relations, responsible for directing civic collaborations and community economic development efforts. Works across the university to support and amplify programs in education, research, health care and other areas that strengthen neighboring communities and the region at large. Oversees a team focused on supporting small businesses and non-profits and maximizing university partnerships with relevant stakeholders.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X          |             | Master's degree   |                       |
|            | 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          |             | 10 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

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>  |
|------------|-------------|---|
| X          |             | Experience leading economic development and civic-related programs and setting and executing strategies.  |
| X          |             | Demonstrated leadership skills and experience managing large organizations (e.g., staff, operations), complex budgets and cross-functional projects.                              |
| X          |             | Experience securing funding (public and private) to support new and existing programs. Entrepreneurial skills to identify emerging opportunities and build programs from scratch. |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills  |
|-----|------|--|
| X   |      | Experience with civic and community-based organizations serving Los Angeles, the Southern California region, and California statewide.   |
| X   |      | Demonstrated interpersonal skills for collaborating across multiple departments, developing positive working relationships, building consensus strategies and executing plans.                           |
| X   |      | Exemplary oral and written communication skills, exercising diplomacy, tact, discretion and confidentiality while interacting with diverse communities of colleagues and internal/external stakeholders. |
| X   |      | Proven experience fostering environments of trust, transparency and accountability.  |
| X   |      | Ability to compile and summarize information in succinct, understandable reports and formats.  |
| X   |      | Demonstrated organizational and critical thinking skills, able to adjust to changing demands.  |
| X   |      | Ability to compose and edit correspondence in fast-paced environments.   |

## Other Job Factors

### JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Develops and participates in civic and strategic partnerships advancing economic opportunities in the neighborhoods surrounding university campuses and facilities across Southern California. Serves as university representative on boards and working groups related to key focus areas.   |        |           |          |     |
| Administers programs supporting small business development (e.g., USC Bridges to Business, assisting minority, women and veteran business owners). Oversees the USC Good Neighbors Campaign in support of local non-profits serving the community. Helps advance university efforts furthering environmental sustainability and equity in the region. |        |           |          |     |
| Leads internal collaborations with schools and departments, raising the visibility of university programs and leveraging opportunities to strengthen the region's civic infrastructure. Represents University Relations and the university at community events.   |        |           |          |     |
| Oversees University Relations efforts to identify grants, public funding and public/private partnerships that support community and regional economic development initiatives.  |        |           |          |     |

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| 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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |            |   |

## 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.