



USC University of
Southern California

Administrative Director (Academic) Job Description

JOB INFORMATION

Job Code:	111043
Job Title:	Administrative Director (Academic)
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Administrator
Job Family Group:	Administration
Management Level:	4 Administrator

JOB SUMMARY

Directs administrative operations of a school through managers and supervisors. Oversees planning, implementation and administration of school's policies and procedures. Reports directly to dean and acts as principal staff advisor to dean concerning administrative matters.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 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

Req	Pref	Functional Skills
X		Management experience in busy, multi-faceted department, preferably within a university setting.

Other Job Factors

- 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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs administration of school operations through subordinate managers and supervisors. May include developing short and long term plans, analyzing and implementing programs to improve department operations, developing and managing electronic information systems, ensuring department's conformity to university policies, resolving complex departmental problems referred by other managers.				
Administers personnel functions for dean's office. Ensures security and confidentiality of faculty and staff records. Oversees faculty and staff recruitment, staff development, career succession planning, faculty benefits program (including sabbatical leaves). Reviews all proposed departmental staff changes and approves/denies, or refers to dean with recommendations for action.				
Monitors status of department programs and projects, as assigned by dean, from development and implementation through completion. Apprises dean of progress toward and attainment of department goals.				
Develops and manages special department projects on behalf of the dean. Forms ad hoc committees and monitors progress toward completion of assigned tasks.				
Coordinates integrated department planning processes, including architectural, budget, contingency, disaster, growth, policy, program/project, safety, space, staff and/or strategic planning.				
Reviews contracts and other legal documents and coordinates execution of same. Liaises with University Counsel concerning all legal matters affecting department. Represents dean in legal matters, as assigned.				
Oversees administration of all department contracts and grants. Ensures that all requirements are fulfilled correctly and on schedule.				
Develops and maintains effective communications program within department. Ensures timely reciprocal exchange of information between dean and staff.				
Develops and presents reports, proposals, publications, speeches, presentations, etc., as needed or as assigned by dean.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents dean and department at university and community functions (including public relations and fundraising events), as assigned or as appropriate.				
Assists in student relations, as needed. May include recruitment and retention activities, student counseling and curriculum development.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

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.