



USC University of Southern California

Hearing Manager Job Description

JOB INFORMATION

Job Code:	117114
Job Title:	Hearing Manager
FLSA Status:	Exempt
Supervisory:	May oversee staff, students, volunteers, agencies and/or resource employees.
Job Family:	Equity And Diversity
Job Family Group:	Human Resources
Management Level:	5 Manager

JOB SUMMARY

Schedules and facilitates pre-hearing meetings, live hearings, and related events. Ensures the provision of accommodations (e.g., disability, language diversity) and liaises with key stakeholders to ensure availability and participation. Finalizes and distributes reports, arranges panels, etc.; conducts trainings and workshops, as needed, related to the hearing process.

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.

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

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	coordinating or facilitating conduct, Title IX, or disciplinary proceedings/hearings or similar resolution processes or proceedings.

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

Req	Pref	Functional Skills
X		Excellent written and oral communication skills.
X		Excellent time and project management skills, with the demonstrated ability to effectively manage the pressure of multiple, competing deadlines.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience developing and presenting educational materials.
	X	Strong interpersonal skills, judgment, and independence.
	X	Knowledge of applicable nondiscrimination policies and procedures, and, in particular, substantive knowledge and experience with Title IX.
	X	Experience conducting mediations or alternative dispute resolutions.

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

	% Time	Essential	Marginal	N/A
Manages pre- and live hearing calendar. Responsible for scheduling hearings, meetings, parties, and witnesses, and for securing meeting spaces and platforms. Responsible for pre-hearing logistics (e.g., preparing timelines, disseminating materials) and for facilitating the provision of stakeholder accommodations (e.g., disability, language diversity). Liaises with Title IX Coordinator, legal counsel, Hearing Advisors, and appropriate university stakeholders to monitor availability and ensure participation.				
Manages live hearing logistics (e.g., transportation, reimbursements) and provides technical and logistical support to the Hearing Officer. Arranges and monitors audio/visual hearing recordings and provides transcripts thereafter.				
Supports the Hearing Officer, Title IX Coordinator, and investigators by assisting with finalizing and distributing outcome letters, rationales, and reports. Assists with arranging Misconduct Sanctioning Panels and Officers in accordance with the Sexual Misconduct Process (e.g., maintaining a pool of available and trained sanctioning panelists/officers, scheduling, preparing panelist reports).				
Works in close liaison with the Appellate Authorities, parties, advisors, and witnesses with respect to the hearing process. Serves as key liaison with external Hearing Officers and ensures they are trained on the university's policy and process and are free of conflict/bias.				
Conducts trainings, workshops, and education sessions as needed. 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/			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.