



USC University of
Southern California

Director, Strategic Initiatives Job Description

JOB INFORMATION

<i>Job Code:</i>	133421
<i>Job Title:</i>	Director, Strategic Initiatives
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Leads a dynamic team, coaching staff productivity and growth while promoting new initiatives and positive change for processes across the university. Owns the creation and maintenance of new strategies and provides program plans to advance projects making the university a dynamic, innovative leader. Partners with diverse stakeholders to provide thoughtful recommendations for efficiency and continuous improvement projects. Prioritizes service excellence, strategic vision and innovation in all responsibilities, ensuring university plans for successful futures. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Psychology	Or
X		Bachelor's degree	Communication	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Psychology	Or
	X	Master's degree	Communication	Or
	X	Master's degree	in related field(s)	

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	experience in human resources, project management and/or business administration or business strategy.	
X		4 years	experience in management/leadership roles.	
	X	12 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		Experience building out programs from concept to implementation, developing strategic plans and roadmaps and aligning resources to meet established organizational objectives.
X		Advanced knowledge of continual improvement processes for incremental or breakthrough advances, able to drive change and develop transformative environments for strategic growth.
X		Experience and success developing project proposals, tracking results, resolving issues and presenting value-add.
X		Experience driving cross-functional programs and managing competing priorities.
X		Proven success leading a team with demonstrated leadership values, relationship-building and coaching skills, able to train team members on program planning, improvement processes, data collection and reporting.
X		Excellent presentation, collaboration, and written and oral communication skills and capabilities, able to exercise discretion with confidential information. Proven planning and organizational skills, effective time management abilities and a growth mindset.
X		Proficiency with Microsoft Office.
X		Demonstrated excellence leveraging project portfolio management (PPM) tools.
	X	Twelve or more years' experience in higher education and/or finance.
	X	CAPM, PMP or other similar certifications.
	X	Six or more years' experience in management/leadership roles.
	X	Demonstrated experience identifying opportunities for process improvement, new initiatives, strategic projects, and program management that leads to increased efficiency and maximizing resources.
	X	Developed collaborative leadership and management style with the ability to drive change while maintaining an equitable, consistent work environment. Experience spearheading the strategic work of departments for complex organizations.
	X	Prior experience partnering with HR leadership to develop and execute strategic vision.
	X	Expertise overseeing and directing people services metrics, progress progression, pipelines, methodology creation, and execution of projects.
	X	Ability to mentor and develop strategic initiative teams by outlining goals, objectives and encouraging continuous realignment and training.
	X	Experience implementing and recommending best practices for continuous improvement and program planning.
	X	Ability to lead strategic initiatives in daily operations, providing guidance and support as necessary.
	X	Experience developing program and project plans that effectively manage and deploy resources to achieve objectives.
	X	Experience training staff to create new approaches to challenges or to meet evolving stakeholder needs.
	X	Experience managing the implementation of HR systems and initiatives, providing strategic support to drive organizational change.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages internal strategic teams, making recommendations based on data and metrics for measurable outcome success. Understands and applies continuous improvement processes and best practices to contribute to immediate and larger, long-term goals related to strategic initiatives and program planning. Combines strategic innovation with an understanding of the university environment and leadership to maximize efficiency and drive change.				
Defines opportunities for improvement and identifies strategic initiatives contributing to improved customer service and departmental efficiencies. Prioritizes projects or programs with widespread value and long-term positive implications. Interacts regularly with stakeholders to collect feedback and ascertain ways to continually improve services. Meets targets in concert with deadlines. Tailors communication approaches and language to stakeholders in				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
mind to articulate issues and concerns of the core business function and connected university departments.				
Provides guidance to relevant stakeholders. Makes recommendations concerning program management and strategic initiatives. Applies creative problem-solving to address repetitive challenges across the university. Directs and contributes to initiatives and processes, building consensus while making progress toward change. Continues upgrading knowledge, skills and abilities needed to stay current with regulation/policy changes.				
Leads programs with multiple stakeholders that review and evaluate cross-functional challenges. Reviews and interprets data to inform decisions and recommendations. Continues to develop objectivity and critical-thinking skills to make sound judgments based on keen analysis, best practices and an understanding of preferred outcomes.				
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. Develops trusting, credible relationships from demonstrated ethical judgment, behavior and practiced confidentiality. Collaborates with colleagues and leadership to align solutions with university culture. Analyzes current and anticipated conditions and limitations that may affect ability to achieve strategic goals. Reassigns staff responsibility as needed to avoid challenges or roadblocks to success.				

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/			

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.