



Associate Vice President for Strategy and Special Projects Job Description

JOB INFORMATION

Job Code:	199038
Job Title:	Associate Vice President for Strategy and Special Projects
FLSA Status:	Exempt
Supervisory:	
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	3 Executive

JOB SUMMARY

Oversees, coordinates, and manages projects and initiatives for a senior leader's office. Provides research and project management strategy on key initiatives, and produces analysis reports and briefings on assigned subject matter. Represents senior leader on committees and working groups, as needed.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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		8 years	of experience in strategic planning and management.
	X	10 years	of directly related professional experience in higher education, government, or similar complex organizations requiring discretion, sound judgment, and management.

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		Impeccable managerial and interpersonal skills, able to work proactively and under pressure with discretion, resilience, and diplomacy.
X		Exceptional written and oral communication and negotiation skills.
X		Proven leadership capabilities, with demonstrated project-management experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Proven collaborator and consensus builder, with a track record of successfully partnering with diverse constituencies.
	X	Proven ability to thrive in fast-paced environments, with high tolerance for ambiguity and complexity.

Other Job Factors

- May have to work evenings, weekends, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and coordinates special projects, providing support in the planning, design, development, and implementation of short- and long-term projects. Plans, coordinates, schedules, and organizes project activities to meet objectives.				
Researches, gathers, organizes and summarizes data for special projects. Develops, evaluates, recommends and implements procedures for data acquisition, management and quality control. Analyzes data for trends or conclusions and presents results and recommendations to administrator.				
Prepares status reports on project plans, progress and results of activities. Develops, enhances and maintains information systems to support project operation.				
Coordinates and assembles confidential documentation. Ensures completeness and accuracy of the documentation for submission to school, department or division for review and/or approval. Maintains confidential files. Coordinates and monitors distribution of confidential files.				
May directly or indirectly manage staff assigned to a project. Plans and staffs project operations based on proposed activities and timelines. Makes hiring, promotional and salary decisions when necessary in accordance with University policy. Provides training and technical supervision to staff, as needed. Motivates and monitors the progress of work performed by project staff.				
Assists formation of ad hoc committees and monitors progress towards completion of assigned tasks. Ensures that committee reports and recommendations are submitted in a timely manner. Follows up with implementation as appropriate.				
Serves as key resource for project information. Interfaces with faculty, staff, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by project staff or administrators.				
Develops, prepares and edits reports, publications, speeches, presentations, official correspondence, newsletters, articles, bulletins, brochures, manuals and other training materials, advertising copy, etc. as needed or assigned. Identifies and determines topics or subjects for various projects.				
Designs and creates documents using computerized graphics, desktop publishing and word processing software. Determines type(s) of artwork (e.g. illustrations, photos, charts, graphs, design covers) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.				
Manages all aspects of publication production in order to meet all applicable deadlines.				
Evaluates response to documentation and/or publications for effectiveness. Makes recommendations for future documentation and/or publication.				
Develops and manages project budgets. Provides historical data and projections. Prepares and/or directs the preparation of financial reports as required.				
Coordinates and/or links project operations with other administrative functions on and off campus and/or within the school, department or division.				

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		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,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.