



Associate Chief Diversity Officer for Faculty and Staff Success Job Description

JOB INFORMATION

Job Code:	117095
Job Title:	Associate Chief Diversity Officer for Faculty and Staff Success
FLSA Status:	Exempt
Supervisory:	
Job Family:	Equity And Diversity
Job Family Group:	Human Resources
Management Level:	4 Administrator

JOB SUMMARY

Oversees the creation and maintenance of a network of academic diversity, equity and inclusion (DEI) professionals across the university. Creates programming that addresses DEI professional development and furthers a university-wide strategic approach to DEI. Cultivates an inclusive environment that promotes success for students, faculty and staff.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Doctorate	

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		7 years	
	X	9 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 with DEI initiatives.
X		Proven facilitation skills.
X		Excellent written and oral communication skills.
X		Proven capacity for empathy, discretion and political awareness.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Management experience.
	X	Experience with instructional design.
	X	Demonstrated strategic orientation.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works with related departments to collaboratively recruit and retain a network of academic DEI professionals across the university's colleges, professional schools and non-academic units.				
Assesses DEI needs in faculty recruitment and hiring, coordinating the creation of programming to address DEI needs (e.g., professional development) in collaboration with Faculty and Academic Affairs.				
Implements and assesses ongoing and proposed diversity initiatives, suggesting improvements as appropriate. Creates a baseline expectation for DEI roles in the university's college, schools, and non-academic business units.				
Supports mentorship and training initiatives on DEI topics across the university. Administers university employee resource groups and other related programs. Collaborates with resource group leadership to maintain understanding of DEI needs and support group programming and initiatives. May oversee resource group budgets.				
Designs and facilitates trainings and working sessions. 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
Yes	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/			

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.