



Assistant Vice President, Equity, Diversity and Title IX Job Description

JOB INFORMATION

Job Code:	117126
Job Title:	Assistant Vice President, Equity, Diversity and Title IX
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	3 Executive

JOB SUMMARY

Directs assigned departments in the Equity, Equal Opportunity, and Title IX (EEO-TIX) office. Manages intake, support, investigations and resolutions for all reported misconduct. Develops and oversees strategies and implementations while managing daily operations. Creates reports for senior leadership and acts as a thought partner to all relevant stakeholders (e.g., training, compliance, resolution of high-profile items).

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Juris Doctor (JD)	
X		Bachelor'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		10 years	
	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		Extensive experience designing and implementing equity and diversity programs.
X		Progressively increasing experience in leadership, planning and management roles regarding Title IX, the Violence Against Women Act or similar relevant legislation.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated analytical, critical thinking and planning skills.
X		Thorough knowledge of state/federal laws and regulations governing discrimination, harassment, affirmative action and other issues related to protected classes.
X		Ability to manage numerous highly confidential, complex, and politically sensitive matters.
X		Excellent written and oral communication skills, able to translate ethical, legal, and compliance concepts with tact.
X		Excellent project management and decision-making skills.
X		Ability to work closely with relevant stakeholders to maintain and implement effective HR programs that interface with university-wide programs.
X		Demonstrated knowledge of general principles in HR and on management, finance and all applicable laws and regulations.
X		Knowledge of and ability to conduct and oversee investigations.
X		Demonstrated collaboration, interpersonal, organizational, and relationship-building skills.
	X	Experience with USC financial policies, procedures, and systems.
	X	Experience presenting technical topics to non-technical audiences, providing both detailed information and summaries to management-level individuals and large groups.
		Experience with ERP, financial reporting and HR systems (e.g., Workday).
	X	Demonstrated knowledge of enterprise risk management tools/platforms.
		Proven experience establishing, developing and/or enhancing compliance frameworks.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Multilingual communication skills, fluent in Spanish and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Receives and resolves concerns reported from across the university (e.g., sexual misconduct matters). Develops and oversees short- and long-term strategies and implementations while making numerous consequential decisions daily (e.g., operations, supportive measures, resolution options). Supports and problem-solves EEO-TIX related matters.				
Leads, participates in and/or attends numerous interdepartmental meetings on reported cases of misconduct. Collaborates with relevant stakeholders, sharing case data and triaging crises on the ground and in real time.				
Conducts trainings on misconduct for students and faculty/staff (e.g., reporting responsibilities, prohibited conduct, being "upstanders"). Serves as a department representative as directed/requested at orientation sessions and in-person compliance trainings.				
Oversees assigned staff (e.g., EEO/TIX, intake, investigation and resolution) and manages all HR items (e.g., professional development). Supervises case creation, outreach and support efforts. Conducts individual interviews with staff and leads regular team meetings discussing ongoing work.				
Determines potential policy violations and any necessary emergent or urgent steps. Reviews and assigns matters to investigators. Conducts numerous intake/informational sessions and assesses reports. Stays current with emerging issues/trends and industry best practices.				
Drives and facilitates continuous process improvement efforts. Supports efforts for efficiency, effectiveness and innovation. 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

<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.