



USC University of
Southern California

Deputy Chief of Staff, University Governance Job Description

JOB INFORMATION

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|-------------------|--|
| Job Code: | 111060 |
| Job Title: | Deputy Chief of Staff, University Governance |
| FLSA Status: | Exempt |
| Supervisory: | Supervises employees and/or student workers. |
| Job Family: | Presidential Administrative Support |
| Job Family Group: | Administrative Support |
| Management Level: | 5 Manager |

JOB SUMMARY

Liaises with senior leadership to coordinate and facilitate Board of Trustees operations in accordance with board.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|-------------------|----------------|
| X | | Master's degree | |
| | X | Juris Doctor (JD) | |

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 | managing multiple projects and budgets, as well as developing and executing strategies. |
| | X | 10 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 | | Possesses strong writing skills (e.g., to support presidential correspondences). |
| X | | Has strong computer skills (e.g., Word, Excel, project management/tracking software). |
| X | | Demonstrates strong interpersonal and communication skills. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| <p>Coordinates and facilitates Board of Trustees operations in accordance with board strategy, bylaws and established university governance goals. Supports the board and Chair with the development, implementation and reporting of annual, short- and long-term objectives. Liaison to and between the Office of the President, the Board of Trustees' board and subcommittee chairs, Director of the Trustee Program, the Provost's Office and the Office of General Counsel.</p> <p>Serves as primary liaison for board trustees and committee chairs with the university community. Manages incoming/outgoing correspondence (e.g., tracking, flagging and forwarding emails in multiple inboxes) and preparations for all events and meetings. Works with relevant stakeholders drafting strategic communications (e.g., speeches, holiday messages). Advises board chair on scripts, remarks and presentations for meetings. Presents drafts for final review (e.g., to the Special Advisor to the President).</p> <p>Oversees trustee administrative tasks (e.g., chart/slide creation, annual reviews, data organization). Responsible for keeping trustees and stakeholders up-to-date with critical information and updates. Leads planning and execution of special events (e.g., annual conferences). Develops, manages, plans, coordinates and organizes special/confidential projects/activities as directed by the President and Chief of Staff. Provides support for existing and new Advisory Committees (e.g., Jewish Life, Muslim Life) as needed. Creates briefings on participating faculty members.</p> | | | | |
| <p>Supports the president's office and the board chair by providing executive assistance as assigned. Recommends and implements the creation and maintenance of new strategies and oversees program plans (e.g., systems to track issues, share communications with Provost's office).</p> | | | | |
| <p>Collaborates with key stakeholders to schedule, coordinate, and prepare agendas and informational materials for board and subcommittee meetings. Attends all board and subcommittee meetings to record notices, minutes, and resolutions, and to serve as a trustee resource for bylaws and information.</p> <p>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.</p> | | | | |

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.