



JOB INFORMATION

<i>Job Code:</i>	166476
<i>Job Title:</i>	Principal Enterprise Architect
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees and/or students performing similar work.; May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	Network Operations
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Defines and leads enterprise technology capabilities in collaboration with numerous key stakeholders across the university. Acts as a critical change agent, driving architectural strategies through to implementation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Computer Science	In
	X		in related field(s)	Or
	X			
	X	Master's degree		
	X	Master's degree		In
	X		Computer Science	Or
	X		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	in business, IT architecture, engineering or other relevant fields.	
	X	12 years	leading business or IT transformation projects utilizing data science, business intelligence, AI, and cloud applications at scale.	

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 leading enterprise architecture, analysis and design projects.
X		Demonstrated ability to identify valuable ways of incorporating new technologies (e.g., machine learning) into existing workflows.
X		Excellent interpersonal skills, able to work successfully with multiple teams across an organization.
X		Proficient written and oral communication skills, able to deliver presentations to diverse audiences.
X		Demonstrated analytical and quantitative skills, able to use data to back up assumptions and opinions.
X		Experience managing complex contracts and budgets with large scale vendors and service providers.
X		Demonstrated ability to handle competing priorities and initiatives, quickly-changing priorities, and high customer expectations.
X		Expertise in systems design, building user relationships, data gathering techniques, and management information systems.
	X	Extensive experience with enterprise performance management platforms (e.g., Oracle Cloud EPM).
	X	Demonstrated experience developing and leading enterprise-wide projects for services and applications with a large scale user base (i.e., more than 10,000).
	X	Extensive knowledge of programming languages, techniques, frameworks (e.g. Python, Java, MATLAB).
	X	Demonstrated experience designing, implementing, and evaluating AI tools, models, and prototypes.
	X	Hands-on experience building with generative AI and LLMs (e.g., ChatGPT, Copilot, Perplexity).
	X	Knowledge of industry best practices for developing and deploying AI systems.
	X	Proficient in varied data visualization software (e.g., Azure, Tableau, SmartSheet).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		SAFE Agile Architect
	X		Enterprise Architecture Frameworks

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Designs, communicates and implements enterprise-level technological solutions (e.g., processes, best practices) aligned with department and university objectives. Plans and grows system capabilities, partnering with relevant stakeholders and supporting key initiatives (e.g., artificial intelligence, data governance). Participates in strategic planning, making key decisions sometimes with limited information.				
Leads and oversees integration efforts and varied complex projects, ensuring they are completed on time, within budget, and meet compliance and quality standards. Organizes and conducts training exercises, and assists with customer service/support efforts during implementations and issue escalations.				
Serves as a subject matter expert, providing advice, insights and recommendations to senior executives and cross-functional teams. Builds relationships, educating and advising about new technologies as they relate to university policies.				
Develops and maintains blueprints, documentation and standard operating procedures for implementations. Ensures requirements, specifications and priority information are communicated to all stakeholders. Supports and guides the selection of third-party vendors and their proposed solutions to university issues.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Creates and deploys basic frameworks for strategic architectural plans and lifecycle management (e.g., roadmaps, value targets, risk considerations). Stays current with emerging technologies, industry trends and modernized best practices. Evaluates products and opportunities for their impact on university systems and standards.				
Provides guidance to project teams, ensuring overall fit with priority strategies. 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/			

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.