



**JOB INFORMATION**

Job Code:	117095
Job Title:	Director, Faculty & Staff Success
FLSA Status:	Exempt
Supervisory:	
Job Family:	Title IX
Job Family Group:	Human Resources
Management Level:	5 Administrator
Associate Chief Diversity Officer for Faculty and Staff Success	

**JOB SUMMARY**

Oversees the creation and maintenance of a network of a variety of academic culture, belonging and engagement professionals across the university. Creates programming that furthers a university-wide strategic approach to fostering a culture of belonging and engagement. Cultivates a prosperous 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 initiatives that foster a culture of belonging and engagement.
X		Proven facilitation skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communication skills.
X		Proven capacity for empathy, discretion and political awareness.
	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 a variety of academic culture, belonging and engagement professionals across the university's colleges, professional schools and non-academic units.				
Assesses relevant needs in faculty recruitment and hiring, coordinating the creation of programming to address those needs in collaboration with Faculty and Academic Affairs.				
Implements and assesses ongoing and proposed initiatives, suggesting improvements as appropriate. Creates a baseline expectation for roles that foster a culture of belonging and engagement in the university's college, schools, and non-academic business units.				
Supports mentorship and training initiatives across the university. Administers university employee resource groups and other related programs. Collaborates with resource group leadership to maintain understanding of relevant needs and support group programming and initiatives. May oversee resource group budgets.				
Designs and facilitates trainings and working sessions. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## 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.