



## Assistant Director, Community Engagement Job Description

### JOB INFORMATION

<i>Job Code:</i>	117119
<i>Job Title:</i>	Assistant Director, Community Engagement
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Title IX
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor
Assistant Director, Equity And Diversity	

### JOB SUMMARY

Assists in directing the operations of community engagement programs. Participates in directing the planning, coordination, implementation, management and delivery of services. Conducts investigations regarding matters of equal opportunity and involvement for university faculty, staff and/or students. Reviews, analyzes and evaluates investigative plans, investigative reports and other documents for legal and risk implications and for accuracy and completeness in absence of director or when assigned. Assists with administrative functions (e.g., planning/scheduling, delivery of services, development of department policies, processes and procedures, personnel administration) as assigned. Interprets federal and state requirements and applicable internal policies and procedures as applied to the university, faculty, staff and/or students. Contributes technical expertise in the development of short and long-term plans for the department and resolution of cases and other matters. Trains, mentors and leads department investigators; oversees investigations conducted by other investigators, as assigned.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in community engagement at an educational institution or large organization.
X		Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of complaint procedures.
X		Demonstrated analytical and/or problem solving capabilities and strong writing skills.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.
X		Experience in human resources or in supervisory role.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Participates in directing the planning, coordination, implementation, delivery of services and management of relevant community engagement program(s). Assists with directing the planning and development of program objectives. Researches and identifies trends and needs and assists with establishing program and department direction. Participates in determining department priorities and allocating resources accordingly.				
Provides leadership, guidance, direction and training to staff, as assigned. Counsels and offers guidance as requested or assigned. Reviews and endorses or makes recommendations for hiring, discipline, raises, as necessary. Provides performance appraisals for staff and determines need for disciplinary action, as requested. May oversee student workers or temporary employees.				
Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related policies for regulatory compliance. Recommends enhancements or modifications, as required. Maintains current knowledge on existing and pending legislation related to field. Ensures investigatory methods, processes and procedures reflect and comply with the most recent standards and regulations.				
Reviews and assesses departmental operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of services. Makes recommendations regarding departmental operating and administrative policies, procedures and processes, as needed. Ensures staff and university community are kept informed of changes and updates.				
Conducts investigations regarding matters of departmental oversight for faculty, staff and/or students. Performs independent analyses and evaluation of findings. Assists with recommending to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed. Creates comprehensive written reports.				
Analyzes and evaluates investigative plans, reports and other documentation for legal and risk implications and for accuracy and completeness in absence of Director or when assigned. Advises and directs staff regarding revision or modifications of reports, correspondence and/or documentation, as needed.				
Documents all interviews and meetings held with faculty, staff and/or students, supervisors, managers and senior administrators. Maintains confidential case files. Prepares various detailed written reports and documentation, as necessary. Has authority to close cases in absence of Director, or as assigned.				
Serves as an expert on matters of departmental oversight. Provides advice and guidance to faculty, staff, and/or students on discriminatory practices and equal opportunity matters. Communicates standards, guidelines, policies and procedures. Interprets and applies federal and state requirements and applicable internal policies and procedures as applied to university, faculty, staff and/or students' employment or academic problems, conflicts and resolutions.				
Identifies training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends. Makes recommendations to appropriate parties, as necessary.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts research, gathers data and/or information for government compliance reviews and/or special projects. Analyzes data and makes recommendations.				
Serves as university representative for all external complaints and represents university with all agencies against charges of discrimination or harassment.				
Participates in directing the development, maintenance and enhancement of automated or manual systems and procedures to support operations. Recommends enhancements to automated or manual systems, as needed.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				
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

<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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.