



## Associate Director, Professionalism and Ethics Job Description

### JOB INFORMATION

<i>Job Code:</i>	117244
<i>Job Title:</i>	Associate Director, Professionalism and Ethics
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Conduct and Ethics
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	6 Manager

Associate Director, Professionalism and Ethics

### JOB SUMMARY

Assists the coordination, implementation and communication of the university's central complaint tracking system, working to maximize reporting and collection capabilities. Monitors and advises on reports from across the university's various campuses, including investigations handled by the Office of Professionalism and Ethics (OPE) and relevant stakeholders. Implements and audits training efforts to ensure compliance with regulations, policies and requirements regarding misconduct issues. Conducts and helps oversee investigations conducted internally or on behalf of OPE.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Business Administration	Or
X			Law	Or
X			Finance	Or
X			in related field(s)	
	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	8 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 in leadership/management roles, able to manage and prioritize different tasks and projects.
X		Knowledge of risk management and liability issues affecting higher education.
X		Experience with global complaint management platforms (e.g., i-Sight, Meyestro).
X		Deft interpersonal skills for communicating with all levels of staff, various communities and audiences, and coordinating activities.
X		Experience applying policies and procedures, writing technical documentation, and organizing numerical data.
	X	Experience as general/outside counsel in corporate law and/or higher education.
	X	Experience in litigation or related dispute resolution procedures (e.g., taking and defending depositions).
	X	Experience in areas of compliance (e.g., Title IX).
	X	Familiarity with academic medical centers/enterprises.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

## Licenses

Req	Pref	License(s)
	X	Valid license to practice law in the state of California, or the ability to become eligible within 12 months of employment.

## Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Monitors and advises on reports from across the university's various campuses, including investigations handled by OPE, the Office of General Counsel (OGC) and other relevant stakeholders. Maximizes reporting and collection capabilities of a central complaint tracking system to leverage work done by relevant stakeholders (e.g., Clery Act team) and adhere to all requirements (e.g., Office of Civil Rights).				
Reviews existing investigation processes and resources and develops best practices. Analyzes complaint and investigation trends to perform threat assessments, spot necessary remedial actions and determine best ways to implement changes. Drafts, reviews and revises policies with respect to complaint handling and reporting and USC's commitment to increased communication, transparency, accountability and consistency.				
Has responsibility for researching and advising the university community on issues related to workplace investigations and reporting obligations. Designs varied metrics and report formats for spotting trends and highlighting high-risk matters, maximizing utility and impact and proactively addressing issues before they become larger problems.				
Designs training programs, implementing and auditing university training efforts to ensure compliance with regulatory and policy requirements. Seeks out conferences to promote and increase USC's expertise with respect to workplace investigations. Fosters relationships with investigators and decision-makers at universities across the country.				
Conducts and helps oversee investigations conducted internally or on behalf of OPE. Provides support to OGC litigation efforts by locating relevant university records and other related data within OPE purview. Manages relevant OPE staff, assigning and scheduling work, reviewing performance, recommending disciplinary actions and/or terminating employees.				
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.