



Assistant Vice Provost, Business Operations Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 199012 |
| <i>Job Title:</i> | Assistant Vice Provost, Business Operations |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | Manages through subordinate supervisors. |
| <i>Job Family:</i> | University Management |
| <i>Job Family Group:</i> | Academic Officers |
| <i>Management Level:</i> | 3 Executive |
| Assistant Vice Provost, Business Operations | |

JOB SUMMARY

Directs all financial and administrative operations for a department or division. Develops, implements and monitors day-to-day operational systems and processes to provide visibility into the goals, progress and obstacles of strategic resources. Executes growth directives, develops and reviews financial plans and provides a wide variety of reports and guidance for university stakeholders as needed.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

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 | | 7 years | in higher education and/or academic program management. |
| 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

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Experience interpreting policy for operations. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Experience in management of complex projects, analyzing and providing recommendations based on such data, and administration. |
| X | | Experience supervising others. |
| X | | Experience working with large-scale data systems (i.e., Workday). |
| X | | Demonstrated experience in exercising sound judgment and discretion, superior writing and communication skills, experience in higher education administration, and familiarity with the structure and format of academic programs and faculty affairs. |

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Directs all financial and administrative operations, (e.g., oversight of budget and finance, facilities and space management, human resources, technology, and strategic planning) for a department or division. Facilitates coordination, communication and collaboration among stakeholders to achieve specific program goals. | | | | |
| Develops, implements, and monitors day-to-day operational systems and processes to provide visibility into the goals, progress and obstacles of strategic resources. Analyzes current operational processes and performance, recommending solutions for improvement where necessary. Maximizes efficiency and productivity of (Human Resources, Finance, Information Technology, and Space) through process analysis and interdepartmental collaboration. | | | | |
| Reviews data to make inferences about factors (e.g., communication, productivity) and develops and executes growth directives. Collaborates with senior leadership in the development of performance goals and short- and long-term operational plans (e.g., development of financial, budgetary plans). | | | | |
| Manages expenses for general operations, tracks the division's revenue margins and conducts budget reviews to maximize profits. Identifies budgetary strategies, underutilized resources and cost control methods. Develops and reviews financial plans to monitor and project financial activity by evaluating the impact of current and long-range plans on financial resources. Develops comprehensive financial and trend analyses and recommends resources to specific programs and department activities. | | | | |
| Provides a wide variety of reports and guidance for university stakeholders as needed. Maintains currency of relevant trends and industry innovations. Both provides and engages in training and development opportunities and serves as a subject-matter expert (SME). 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: https://policy.usc.edu/mandated-reporters/ |

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|--|-------------------|
| <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.