



Assistant Vice Provost, Community Expectations Job Description

JOB INFORMATION

Job Code:	199013
Job Title:	Assistant Vice Provost, Community Expectations
FLSA Status:	Exempt
Supervisory:	
Job Family:	University Management
Job Family Group:	Academic Officers
Management Level:	3 Executive
Assistant Vice Provost, Community Expectations	

JOB SUMMARY

Responsible for oversight of student conduct review proceedings that ensure proper administration of university rules and regulations. Shepherds all aspects of student-related policies.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Master's degree		In
X			Higher Education	
	X	Doctorate	Education	

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		10 years	in higher education	
X		7 years	with progressive leadership in student life at university settings	

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		Thorough knowledge of higher education law and compliance requirements (e.g., Title IX, Clery Act, Violence Against Women Act) and policies/regulations governing student conduct, privacy, health and mental health.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated strategic skills and experience providing direction for large, complex programs and service operations.
X		Excellent interpersonal and collaborative/team-building skills, able to build positive and effective relationships across the university.
X		Exemplary written and oral communication skills.
X		Demonstrated experience in and commitment to effectively working with a demographically complex student body, faculty, staff and community.
X		Ability to exercise discretion with confidential information.
	X	Intricate knowledge of database management software (e.g., Advocate by Symplicity).
	X	Experience identifying workflows and strategies for efficient and effective operations.
	X	Exemplary political acumen for deftly managing and navigating through fast-paced, evolving environments.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees Office of Community Expectations administrative, budgetary, programming and human resources efforts. Serves as a dotted-line manager for the Office of Academic Integrity. Supports program planning, development, coordination, delivery of services, and management of operations.				
Interprets policies for compliance with pertinent local, state and federal laws and regulations. Administers student handbook policies and procedures, working with faculty and campus constituencies on policy development or revisions as needed. Assesses existing utilization of investigatory methods, processes/procedures for adequacy, and related policies for regulatory compliance.				
Engages and collaborates with internal/external stakeholders to enhance knowledge of student conduct operations. Ensures transparency of the disciplinary process, increasing confidence and trust in its implementation and reducing risk by identifying and mitigating potential liabilities. Ensures integrity through oversight of all disciplinary process policies/procedures.				
Serves as in-house expert on student disciplinary matters across the institution, consulting with and advising campus stakeholders to ensure consistent application of university philosophy and processes. Assists with reviews and assessments of departmental operations and services for effectiveness and efficiency.				
Creates a strategic vision of student advocacy and support that includes student accountability, resiliency development, interpersonal skills enhancement, community responsibility, and other areas facilitating growth. Serves as OCE primary contact with relevant offices (e.g., Office of Professionalism and Ethics, Department of Public Safety) as designated. Serves on campus committees, task forces and other groups as appointed. Represents student affairs as needed.				
Maintains currency with existing and pending legislation related to higher education discipline/student conduct and ensures staff and the university community are kept informed of changes and updates. 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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			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.