



Assistant Vice Provost, Academic Affairs and Faculty Development Job Description

JOB INFORMATION

<i>Job Code:</i>	199016
<i>Job Title:</i>	Assistant Vice Provost, Academic Affairs and Faculty Development
<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, Academic Affairs and Faculty Development	

JOB SUMMARY

Assists the Provost and Executive Vice Provost in developing, planning, directing and evaluating academic programs and initiatives to ensure the creation and delivery of a comprehensive portfolio of educational offerings. Administers onboarding programs and oversees development and training initiatives for academic faculty, deans and chairs. Assists Provost and Executive Vice Provost in oversight of institutional accreditation, licensure and assessment to ensure university alignment with all applicable standards, laws and requirements. Collaborates with relevant stakeholders to plan and execute university programmatic and financial objectives and provides oversight and management to key academic affairs and faculty development staff as well as academic department leaders. Fosters cross-departmental initiatives and facilitates strategic alliances among academic departments.

JOB QUALIFICATIONS:

Education

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

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to develop and manage creative continuing education programs within an entrepreneurial framework in response to changing needs and trends.
X		Experience planning and managing projects or programs and a demonstrated ability to organize complex events and activities within a large, complex organization.
X		Experience in managing and supervising both academic and administrative staff and a demonstrated ability to establish effective internal and external relationships.
X		Excellent oral and written communication, listening and interpersonal skills.
	X	Experience developing innovative continuing education programs for executives, managers and international audiences.
	X	Experience or understanding of distance learning methods and techniques for adult education using online learning formats.
	X	Ability to employ supervisory, mentoring, negotiation and problem resolution skills in a collaborative team environment.
	X	Experience in the areas of staff development, goal setting and providing appropriate motivation and/or disciplinary action.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists the Provost and Executive Vice Provost in developing, planning, directing and evaluating academic programs and initiatives to ensure the creation and delivery of a comprehensive portfolio of educational offerings. Establishes and implements policies, procedures and systems to develop and maintain academic affairs for the university. Ensures collection and dissemination of program assessments instruments, and leads analysis, research and evaluation initiatives, delivering and implementing recommendations as required. Establishes and monitors strategic goals and objectives relevant to academic affairs and leads the operational and administrative aspects required to fulfill them.				
Administers onboarding programs and oversees development and training initiatives for academic faculty, deans and chairs. Promotes a positive organizational culture of staff and faculty engagement. Ensures the development and implementation of quality teaching and learning performance standards and appropriate pedagogical outcomes. Assesses stakeholder experiences to understand challenges and works to identify and implement methods of remediation. Manages the Office of the Executive Vice Provost's grant and award programs. Tracks, publicizes and facilitates engagement with all external award opportunities for faculty, collaborating with key stakeholders to ensure timelines are met. Highlights faculty award winners via internal and external communication methods.				
Assists provost in oversight of institutional accreditation, licensure and assessment to ensure university alignment with all applicable standards, laws and requirements. Assists with data collection and analysis, reporting and planning for institutional and programmatic accreditation. Ensures the preparation, distribution and maintenance of required reports, records and files by appropriate staff.				
Collaborates with relevant stakeholders to plan and execute university programmatic and financial objectives, and regularly assesses the fiscal and enrollment impact of degree programs and delivery systems. Works to ensure integration within enrollment team relative to institutional outcomes. Supervises the budget allocation and expenditure process for academic divisions and departments. Oversees all fiscal processes for assigned program areas (e.g., developing annual budgets, approving expenditures, managing program income and expenses).				
Directly supervises key academic affairs and faculty development staff and provides oversight and management to academic department leaders. Oversees the recruiting, screening, interviewing and selection process of faculty, classified, and unclassified staff. Coordinates the investigation of and assists in the facilitation and the resolution of student, staff and faculty conflict and complaints in accordance with applicable legal requirements.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Maintains currency of relevant trends and industry innovations and serves as a subject-matter expert (SME), providing guidance to the university community as required. Represents the Office of the Provost internally and externally. Represents the office of academic affairs and faculty development on a variety of ad-hoc committees and task forces. Collaborates with key university stakeholders to ensure broad communication and integrated planning. Fosters cross-departmental initiatives and facilitates strategic alliances among academic departments. 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>
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/
<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.