



Assistant Vice Provost, Academic Advising Job Description

JOB INFORMATION

<i>Job Code:</i>	199017
<i>Job Title:</i>	Assistant Vice Provost, Academic Advising
<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 Advising	

JOB SUMMARY

Oversees academic advising for the university, implementing effective strategy of execution in pursuit of achieving the university's graduation and retention goals. Leads the academic advising community on campus and works closely with campus partners to model a strong collaborative culture within academic advising across the university. Assists in developing and managing budgets and oversees the Academic Exploratory Advising team.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		In
X			Higher Education	Or
X			in related field(s)	
	X	Doctorate		

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		10 years	experience in higher education.	And
X		7 years	in progressive leadership roles in student life in 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
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.
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.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees academic advising for the university, implementing effective strategy of execution and providing key operational direction as requested. Coordinates and assists with development, implementation and evaluation of academic plans, policies, services and procedures in pursuit of achieving the university's graduation and retention goals.				
Leads the academic advising community on campus and works closely with campus partners to model a strong collaborative culture within academic advising across the university. Mentors and guides employees as needed. Hires, trains, evaluates, sets goals for and supervises staff, executing disciplinary actions, as necessary. Advises senior leadership as needed.				
Assists in developing and managing budgets, authorizing expenditures and providing budget projections. Oversees rollout, training and upgrades to the university advisement database system as needed.				
Supervises the Academic Exploratory Advising team and other programs.				
Serves to develop a central advising philosophy and strategy for the university for both undergraduate and graduate students. 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.