



Senior Associate Vice Provost for Student Life Job Description

JOB INFORMATION

Job Code:	199067
Job Title:	Senior Associate Vice Provost for Student Life
FLSA Status:	Exempt
Supervisory:	
Job Family:	University Management
Job Family Group:	Academic Officers
Management Level:	2 Senior Executive

Senior Associate Vice Provost for Student Life

JOB SUMMARY

Works with the Vice President to provide strategic organizational leadership for Student Life and oversees areas core to the student experience (e.g., Community Support and Expectations, Student Development and Residential Life). Meets regularly with student leaders, student organizations and student workers to gain understanding of student concerns and respond appropriately. Provides direction and intervention for students in crisis and crisis-adjacent situations, collaborating with mental health staff, providing victim advocacy and working with students and others affected by the crisis situations. Provides leadership for the development and implementation of the student conduct process and ensures overall organizational alignment to Student Life and the university's mission and goals.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	in related field(s)

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	
	X	10 years	in increasingly responsible leadership and management roles.

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 serving as a student-centered leader who embraces forward-thinking strategies to anticipate the well-being and needs of students.
X		Demonstrated leader, manager, and collaborator with the relationship-building and entrepreneurial skills required to work successfully with a wide range of individuals and constituencies across the University and in the community.
X		Strong management and leadership skills (e.g., the ability to interpret, synthesize, and communicate complex issues).
X		High level of political acumen and ability to establish and enhance professional partnerships to build collaborative systems to positively impact student success and wellbeing with key university areas.
X		Extensive knowledge of student and community development as well as risk mitigation, emergency response and crisis response.
	X	Deep understanding of student development.
	X	Direct experience building and motivating an effective team, including direct experience in recruiting, selecting, supervising, coaching, retaining, and providing growth opportunities for a demographically complex staff.
	X	Direct budget planning and management experience.
	X	Demonstrated ability to foster change management and program improvement using methods informed by data, creativity and innovation.
	X	Demonstrated record of success working in a highly collegial environment with other student affairs units and university and community constituencies, including building collaborative relationships characterized by mutual respect, trust, and commitment to shared goals.
	X	Demonstrated understanding of and commitment to student learning and development and a passion for working with students.
	X	Sensitive, diplomatic, and highly skilled in written and verbal communications with all constituencies.
	X	Demonstrated mastery of managing a major crisis, providing outstanding student advising and support, and excelling in a fast-paced work environment with multiple competing priorities.
	X	Knowledge of specific trends and issues affecting student affairs practice, including student wellbeing, legal issues, and regulatory expectations such as Title IX.
	X	Demonstrated commitment to fostering a culture of belonging and engagement and to how these issues manifest in building community, culture and student health and well-being.
	X	Oversight of event planning and facilities operations, services, and communications.
	X	Integrity, kindness, creativity and decisiveness, along with the capacity to engage and inspire others.
	X	Ambition to ensure USC has the best student experience in higher education.
	X	Versatility, with the ability to lead, listen and serve.
	X	Commitment to practicing open and transparent communication and inspiring trust.
	X	Desire to collaborate with colleagues and create a culture that rewards teamwork.
	X	Demonstrated sincere enjoyment from working with students.
	X	High level of energy and endurance.

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
In collaboration with the Vice President, provides strategic organizational leadership and vision for the university student experience. Oversees several areas core to the student experience (e.g., Community Support and Expectations, Student Development and Residential Life). Leads initiatives, programs, and services that impact all of USC Student Life and sustain a culture of wellbeing. Helps to determine and maintain policies and practices which promote a safe environment for students and that support students' general well-being.				
Initiates movement on programs and services and cultivates a culture of care and student advocacy through the development and support of student programs, policies, and activities. Meets regularly with student leaders, student organizations, and student workers to gain understanding of student concerns and respond appropriately. Works to elevate student concerns and advocacy issues and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
to obtain feedback on larger initiatives. Creates and maintains student engagement opportunities that promote the university's commitment to justice, culture, engagement and belonging. Interacts with parents and families of students as appropriate, in support of student success and retention.				
Provides direction and intervention for students in crisis and crisis-adjacent situations, collaborating with mental health staff, providing victim advocacy, and working with students and others affected by the crisis situations. Serves as a key leader in determining the university's response in a crisis, as well as outreach and support to students and their families. Serves on the on-call crisis management team for all student-related issues, consulting regularly with Department of Public Safety and other campus leaders and on-call personnel. Manages crisis responses for critical, escalated incidents as needed.				
Provides leadership for the development and implementation of the student conduct process. Serves as a resource and provides ongoing consultation to faculty and staff for addressing disruptive behavior by students within and outside the classroom. Serves as the chief student conduct officer and final appeal authority for student conduct cases that may result in suspension and expulsion. Provides leadership and guidance for reviewing, creating, maintaining, and interpreting student policies and procedures.				
Directly supervises Associate and Assistant Vice Provosts, ensuring organizational alignment to Student Life and the university's mission and goals. Promotes collaboration throughout the organization and creates, facilitates, and cultivates campus-wide partnerships focused on student wellbeing and alignment of the student experience. Represents USC Student Life and the Vice President on university-wide committees and meetings with campus stakeholders. 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: 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.