



Associate Vice President, Talent Management Job Description

JOB INFORMATION

Job Code:	199813
Job Title:	Associate Vice President, Talent Management
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	3 Executive
Effective Date:	4/1/2025

Associate Vice President, Talent Management

JOB SUMMARY

Provides strategic direction for the design, implementation and marketing of talent acquisition, employee learning and development (e.g., individual, team, skill-based and leadership) and organization development and effectiveness (e.g., performance management, workforce and succession planning). Works in concert with the human resources executive team, HR partner (HRP) community and university leadership to establish and execute strategies for competitive and high-priority talent acquisition. Partners with key stakeholders to design, deliver and implement learning and development strategies that maximize development capabilities across the university. Maintains currency with standards and emerging trends in leadership, recruitment, employee effectiveness and learning and development across multiple platforms. Reports directly to the HR SVP. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		In
X			Organizational Development	Or
X			Human Resources	Or
X			Business Administration	Or
X			in related field(s)	
	X	Master's degree		In
	X		Business Administration	Or
	X		Organizational Development	Or
	X		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

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Work Experience

Req	Pref	Work Experience	Experience Level
X		15+ years	in human resources management with an emphasis in one or more of the following: compensation programs, executive compensation, benefits, health plans, and compliance with government regulations relating to compensation, benefits, payroll, and federal funding obligations.
X		10 years	in a leadership/management role.
X		3 years	in a senior administrative or executive role.
	X	15 years	designing total rewards or compensation programs in higher education and/or in human resources operations consulting at large, complex organizations.
	X	12 years	leading or managing teams with evolving cultures.

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		Demonstrated experience with talent management, compensation, benefits, learning and development, organizational development and design, mergers and acquisitions, change management, fostering a culture of belonging and engagement, and workplace investigations.
X		Demonstrated success leading and implementing HR service industry trends and best practices.
X		Exceptional client-relationship management skills and demonstrated experience developing consultative relationships with top executive leaders.
X		Experience building trust and credibility with key business leaders and stakeholders in large, complex organizations.
X		Excellent oral and written communication skills.
X		Experience as a faculty member or working with faculty.
X		Knowledge of current federal and state labor and benefits laws and regulations (e.g., ERISA, Health Care Reform Act, USERRA).
X		Familiarity with relevant state laws (e.g., CFRA, DFEH, IWC).
	X	Multi-industry experience at large and reputable matrixed organizations known for operational excellence.
	X	Demonstrated ability to independently develop, drive and contribute to comprehensive strategies and business plans in rapidly changing environments.
	X	Experience negotiating and working with labor unions and/or in a unionized environment.
	X	Proven reputation for discretion, integrity, sound judgment, responsiveness and common sense.
	X	Proficiency with Microsoft Office, Workday and other varied systems/recruitment programs.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	
	X	HR Certification	

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.

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JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains currency with talent domain standards and emerging trends (e.g., recruitment, performance management, learning and development). Attends meetings, conferences and training sessions, representing the university's collective workforce as necessary.				
Examines trends in demographics, recruiting and retention to continuously improve effectiveness in a high-performance culture. Demonstrates keen understanding of the university as a business through aligning higher education industry best practices to serve USC's model. Assesses the effectiveness and competitiveness of programs and practices against relevant comparable universities, industries and markets.				
Leads a learning and development team responsible for creating high quality, blended development programs with core focus areas (e.g., multi-level leadership development) and custom-designed support for high-potential talent. Designs and optimizes an organizational structure to deliver scalability and growth. Develops common training pathways and programs for priority job families (e.g., administrative faculty, HRPs, finance). Transforms and manages the internal marketplace for talent by leading strategic initiatives around employee mobility, engagement and career growth (e.g., mentorship/reverse mentorship programs, job shadowing, job swapping).				
Maintains open lines of communication with the HR executive team, HR partner community and university leadership. Develops and delivers presentations tailored to various levels of the university.				
Develops metrics and tracking mechanisms to build accountability, measure results and optimize the impact of hiring efforts through talent data, analytics and trends. Tracks and evaluates data organization for efficiency, making changes and providing reports as necessary. Designs an organization that exhibits cultural, technological and business agility. Demonstrates flexibility incorporating industry leading practices (e.g., emerging trends in leadership, recruitment, learning and development) across multiple platforms.				
Coordinates with HR leadership and HRPs to establish and implement strategies for competitive, high priority recruiting and sourcing. Develops, implements, maintains, and directs policies and protocols for sourcing, hiring, and retaining top talent (e.g., workforce planning, succession planning), mitigating compliance risks and filling critical roles. Partners with talent acquisition software owners to improve technical capabilities. Researches best practices for efficient and effective talent acquisition processes, (e.g., testing, background screening). Oversees performance management through talent assessment and reviews, succession models, high-potential talent identification, critical roles definition and assessment.				
Partners with leaders to design and implement learning and development strategies, tools and programs to maximize development capabilities within the university. Develops common training pathways and programs for priority job families (e.g., administrative faculty, HRPs, finance). Integrates university strategies into talent initiatives (e.g., succession planning, leadership selection, employee retention).				
Oversees hiring and fosters a culture of belonging and engagement, working to minimize bias throughout the recruiting process. 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		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

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Other Requirements

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

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