



## Assistant Director, Strategic Alliances And Corporate Collaborations Job Description

### JOB INFORMATION

Job Code:	134011
Job Title:	Assistant Director, Strategic Alliances And Corporate Collaborations
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Patents/Licensing - Stevens Center
Job Family Group:	Research and Grants Administration
Management Level:	5 Manager

### JOB SUMMARY

Manages new and ongoing academic-industry collaborations and strategic alliances. Expands the portfolio of external opportunities. Develops, maintains, and expands corporate collaborations and strategic alliances with a primary focus on technologies spanning the physical sciences or life sciences.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Master's degree	Business Administration	Or
	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

Req	Pref	Work Experience	Experience Level	
X		5 years		

#### 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		Directly related experience coordinating the development and maintenance of successful strategic relationships with diverse partners from academia, the private sector, government agencies, and non-profit organizations.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in a relevant professional environment, including a track record of successful alliance management in the directly related arena.
X		Business development experience highly desirable.
X		Ability to anticipate and resolve issues in order to mitigate risk and achieve academic-industry partnerships while working in a matrix environment.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages and grows industry relationships. Works closely with private, government-industry, professional services and other relevant industry organizations to form key relationships, increase awareness and leverage credibility of university academic programs as a way to support the organizational mission to expand knowledge with societal impact.				
Builds and maintains strong internal relationships with administrators, faculty, and staff in schools and research centers to appropriately match the interests and needs of external partners with the strengths of the USC research community and provide critical input back to faculty on industry strategic initiatives.				
Works with USC across various functional teams to ensure smooth processes, collaboration and compliance.				
Develops and maintains academic and industry relationships through networking by working with warm and cold leads.				
Has responsibility for researching and understanding the industry partner's culture and capabilities. Identifies and articulates the value propositions for collaborators and facilitates the inclusion of that information in the negotiation and development of the contracts and agreements that formalize the partnerships.				
Owns the collaboration kickoff process and implementation plans across all stages of collaborations lifecycle for existing and/or new relationships. Facilitates joint steering committees, briefing the team on key terms and obligations from the contract and ensuring they all know and understand their roles and responsibilities in the alliance. Monitors and ensures contractual obligations are met. Communicates summary reports back to internal and external stakeholders.				
Ensures effectiveness of governance model, identifying change and making adjustments and/or recommendations to senior management to enhance the alliance to the benefit of both partners as necessary. Has responsibility for full feedback analysis of the alliance over the years, including main achievements, pros and cons, and lessons learned to evolve best practices.				
Coordinates and leads collaboration/alliance training internally. Provides routine updates of alliance progress to both internal and external partners and represents USC as a credible corporate collaborations partner of choice.				
Participates in business development forums and advises on the partner selection process, including use of best practices in the development, initiation, planning and execution of the alliance portfolio.				
Attends, presents, and/or exhibits at key industry conferences to represent USC and to showcase USC capabilities and academic offerings, leveraging marketing collateral and other resources.				
Creates innovative ways to reach industry and aligns academic programs with organizational needs.				

## 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		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.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.