



## Associate Senior Vice President, Real Estate and Asset Management Job Description

### JOB INFORMATION

<i>Job Code:</i>	199061
<i>Job Title:</i>	Associate Senior Vice President, Real Estate and Asset Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

### JOB SUMMARY

Directs the university's corporate real estate activities. Has direct responsibility for construction of developer-delivered and other special real estate development projects and tenant improvements from planning stage through implementation, acquisition and disposition of university-owned real estate, leasing and lease administration for off-site property and the acceptance, management and disposition of gifts of real estate. Has responsibility for entitlements and permitting. Negotiates business terms for the acquisition or disposition of real estate and all-campus leasing and disposition of all gift property. Oversees the management of University Village Shopping Center. Manages the payment of all real property taxes for the university. Administers the acceptance, management and disposition of gifts of tangible personal property such as boats, cars, jewelry and artwork. Oversees the administration of the university's portfolio of mineral interests. Consults with and seeks the assistance of the USC General Counsel's Office, or at the discretion of the General Counsel, with outside legal counsel as necessary.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Juris Doctor (JD)		

#### 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		8 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		Experience with general business law with extensive experience in real property law.
X		Understanding of land use law in obtaining entitlements for real estate development
X		Experience with real property environmental laws and testing and clean up practices
X		Experience with real estate transactions (e.g., leasing, purchase and sale, development).
X		Demonstrated excellent writing and presentation skills.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares or reviews proposed real estate contracts, such as purchase and sale agreements, escrow agreements and lease agreements, development and operating agreements, architect contracts, developer/contractor agreements, subcontractor agreements, deeds of trust, promissory notes, and other legal instruments to safeguard the university's interests. Drafts legal documents and negotiates the business terms for the transactions. Examines instruments and opinions prepared by other attorneys and advises officials of university as to the legal requirements in connection with proposed documents.				
Provides counsel, guidance and advice on legal real estate matters in the ordinary and special activities of the university to ensure maximum protection of its legal rights to maintain operations within the limits prescribed by law. Manages the most complex legal matters or projects. Serves as liaison to regulatory and legislative bodies and courts as required.				
Proposes and oversees special real estate projects, including those involving new development, redevelopment, campus expansion and master planning. Negotiates on the university's behalf, working with developers, businesses, politicians, city agencies, neighborhood associations and other constituents to build and support projects that benefit the university. Has direct responsibility for campus master plans and implementation of special projects (e.g., UPC Development Agreement and Specific Plan, development of the Coliseum and Sports Arena, developer-delivered student housing complexes and hotels, Figueroa Corridor).				
Selects, recommends and manages real estate brokers, as required to represent the university in the acquisition or disposition of real estate, in all off-campus leasing and in disposition of gift property. Performs site visits for all proposed real property gifts to determine acceptability of the property to the university. Oversees project managers for off-campus leasing.				
Directly or indirectly supervises all staff assigned to department, usually through subordinate managers and supervisors. Establishes departmental goals and priorities. Determines staffing needs based on goals and objectives of department. Determines and/or recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within department.				
Oversees recruitment, hiring orientation, training and supervision of department's staff. Oversees performance evaluation process, ensuring consistent use of applicable policies and procedures.				
Executes complex legal research and compiles data from various reference sources. Examines legal data to determine advisability of defending or prosecuting lawsuit.				
Develops and implements policies, procedures and short and long-term strategic plans to enhance departmental operations. Analyzes a variety of real estate data to identify trends, patterns and practices in the market to present information, results and recommendations.				
Obtains and reviews due diligence information for the acquisition of real estate for the university including environmental survey, physical survey, physical condition report, structural engineer report and title report.				
Makes regular formal presentations to the Campus Planning and Finance Committees of the Board of Trustees, the Cabinet and senior university leaders. Collaborates regularly with Government Relations, Capital Construction, Campus Architect, Space Planning, schools and deans, and other university constituents.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Interfaces with university development officers and donors in the acceptance of real property gifts and tangible personal property gifts (e.g., cars, boats, jewelry, coin collections, artwork) for the university.				
Oversees the administration of all off-campus leases including lease payments, cpi adjustments and all landlord-tenant issues through the term of the lease and the university's portfolio of mineral interests.				
Directs the management and administration of the documents of ownership for all university-owned vehicles and the preparation of the quarterly Real Estate Report.				
Oversees all matters pertaining to the university's real property taxes including the filing of the tax exemption documentation and the payment of real property taxes for all university-owned real property.				
Serves as a resource for the university community concerning Property Sales, Development and Management operations, services, programs and/or projects.				
Develops and administers department budget. Approves/disapproves department expenditures. Develops short and long-term budget projections and plans. Provides financial status reports as needed.				
Oversees the management of the University Village Shopping Center and McCulloch Townhouses. Serves as back up to the Senior Property Manager in his or her absence.				
Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university. Represents university and/or department as assigned or as appropriate. Makes formal presentations, as appropriate.				
Oversees installation, administration, maintenance and continuing development of department's information processing systems and ensures compatibility with university systems.				

## 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: <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.