



Associate Vice President, Disability Access and ADA Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	199042
<i>Job Title:</i>	Associate Vice President, Disability Access and ADA Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Oversees programs that support students, faculty and staff with disabilities, with broad responsibility and authority to oversee and ensure compliance with university policies and federal, state, and local laws and regulations pertaining to individuals with disabilities & including but not limited to the Americans with Disabilities Act, and Sections 503 and 504 of the Rehabilitation Act of 1973. Leads, develops, and implements comprehensive short-term and long-range strategies (e.g., ADA Accessibility Program) for relevant operations, programs, services, training, and initiatives (e.g., long-term leaves, infrastructure requirements, barrier removal). Serves as disabilities subject matter expert, consulting with relevant stakeholders on complex accommodation requests and interpersonal situations.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	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		7 years	in law, compliance, social work, or other relevant fields, driving transformational change.
	X	10 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		Leadership and experience in programs related to compliance with laws/regulations pertaining to persons with disabilities, including but not limited to the ADA and Sections 503 and 504 of the Rehabilitation Act of 1973.
X		Ability to quickly establish credibility partnering effectively to define and deliver strategies, processes, data and programs supporting organizational goals.
X		General familiarity with programs that identify and provide appropriate, reasonable accommodations for individuals with qualified disabilities.
X		Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
X		Superior written and oral communication skills, able to translate ethical, legal, and compliance concepts.
X		Exemplary project management and decision-making skills, able to manage highly confidential, complex, and politically sensitive matters.
X		Advanced political acumen and exemplary attention to detail.
X		Demonstrated digital/technological skills or proficiency.
	X	Extensive knowledge and/or understanding of disability culture and DEI issues impacting the disability community.
	X	Extensive experience leading or managing teams with evolving cultures.
	X	Proven reputation for discretion, integrity, sound judgment, and responsiveness.
	X	Experience promoting diversity and inclusion.

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
As USC's strategic leader for ADA, lead in the development of strategic and operational plans; engage directly with external regulators (Dept of Ed, OCR, and others) on ADA related issues and concerns; engage in multi-year remediation and enhancement planning.				
Develop vision for comprehensive accessibility initiatives, including initiatives that promote equitable access for students to support student success; influence senior leadership adoption of vision; regularly advise senior leadership (Deans, PSLT-Ops) in crisis and complex situations; provide analysis of and recommendations for enhancing programs within and outside portfolio				
Develop and manage budgets, reallocating funds to improve programs; Lead and manage professional staff; oversee data management plan to allow for accurate reports and strategic projections for future needs				
Create and oversee Physical Space Compliance Programs for Barrier Removal, New Construction, and Space Use Planning; Oversee process by which students with disabilities receive accessible classroom and housing assignments; Develop and implement policies per legal requirements; develop/oversee rubrics to prioritize projects for long term Capital Plan				
Create and implement USC-wide Digital Accessibility Compliance Program, including governance structures that ensure equal access for students and other stakeholders with disabilities; Oversee change management process with diverse group of decentralized owners; manage team of professional staff to build training programs, policies, procurement reviews to reduce risk				
Serve as USC's ADA coordinator; oversee, assess, and monitor policies and practices that impact students, faculty, staff, and members of the public with disabilities; manage diverse training requirements; manage broad range internal and external collaborative relationships				
Lead comprehensive Student Disability Compliance Program; influence change through Deans and Vice Provosts to improve services to students/faculty while upholding rigor; Create policies to address at-risk students; Serve as a campus leader influence student success initiatives				
Lead Employee Accommodations Program; develop and oversee policies; provide strategic direction and leadership to influence broader HREC decisions; Advise				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Deans/Vice Deans on complex faculty practices; Coach and mentor managerial and professional staff.				

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.