



Associate Vice President, Research Strategy and Innovation Job Description

JOB INFORMATION

Job Code:	199053
Job Title:	Associate Vice President, Research Strategy and Innovation
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Y014
Job Family Group:	
Management Level:	3 Executive

JOB SUMMARY

Drives patents and intellectual property (IP) associated with products generated by faculty research. Provides oversight for research development and innovation involving multiple stakeholders (e.g., Stevens Center for Innovation, Research Initiatives and Infrastructure, Alfred E. Mann Institute). Develops and implements strategies aligned with department/university goals and objectives. Serves as an institutional expert, resource, and thought leader, engaging with stakeholders across the university.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	in related field(s)
		Doctorate	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		8 years	in research administration, with an emphasis in compliance with government regulations and federal funding obligations.

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		Extensive experience with complex contracts.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to quickly establish credibility partnering effectively to define and deliver strategies, processes, data and programs supporting organizational goals.
X		Excellent oral and written communication skills, able to tailor delivery to varied audiences.
X		Experience developing and making presentations to senior leaders and organizational boards.
X		Excellent critical thinking and organizational skills, and an exemplary attention to detail.
X		Ability to develop analytics from multiple data streams, interpret trends, and advance persuasive recommendations.
X		Excellent problem-solving skills, with strategic focus on change management, process mapping, task management, and deployment of scalable solutions.
X		Proficiency with Microsoft Office, Workday and other relevant systems/software.
	X	Extensive experience in leadership/management roles in research compliance and/or sponsored research at large, complex organizations.
	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

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Promotes and supports the submission of competitive proposals to corporate, federal and other agencies (e.g., National Institutes of Health, Chan Zuckerberg Initiative) funding large research efforts, the commercialization of university IP, and the creation of successful university startups. Ensures support services are provided for faculty across the university and along a full continuum of development (e.g., early career awards for junior faculty, major research centers led by senior faculty).				
Manages strategic efforts to obtain funding from agencies/sponsors (e.g., foundations, incubators, venture capital firms). Aligns internal funding programs, grant writing efforts, startup seeding, and IP commercialization efforts with priorities and interests of both the president and external agencies. Provides strategic vision and management for programs supporting a broad range of research and regular reports to leadership on activities, outcomes, and impact.				
Implements strategic vision throughout all development activities to best prepare faculty to apply for future funding in key scientific domains. Drives innovation, continually reviewing and optimizing technology, policies, and procedures. Develops relationships with internal/external stakeholders (e.g., funding bodies, other research institutions). Promotes the transfer of university technology for community use and benefit while generating unrestricted income to support research and education.				
Oversees all stakeholder activities involving invention disclosures for commercial possibilities and, when possible, licenses them to industries. Ensures comprehensive reviews with inventors to learn about potential applications comprehensive review of each invention with the inventor(s) to learn about potential applications, develops licensing strategies that consider technical and market risks, and ultimately decides whether or not to patent the invention.				
Manages, aligns, and coordinates assets to encourage commercialization and technology transfer and develop a robust innovation ecosystem benefiting students, faculty, and alumni. Manages unit budgets, allocating funds appropriately and ensuring financial compliance. Ensures that royalties collected from any successfully licensed inventions provide funding to the inventors' respective departments/schools, as well as personal shares for the inventors themselves.				
Fosters a pipeline of interconnected activities working to seed and promote research interests and assist faculty pursuing of funding. Oversees the solicitation of internal grant programs to ensure innovative faculty research activities in key domains. Stays current with new/emerging science and engineering trends. Provides multiple training and mentoring opportunities, ensuring faculty are well-positioned to submit highly competitive funding proposals.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees and coordinates a broad range of shared facilities, services and resources to help university startups and entrepreneurs develop ideas, launch projects, and grow businesses. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of 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.