



Associate Vice Provost for Student Life Administration Job Description

JOB INFORMATION

Job Code:	199048
Job Title:	Associate Vice Provost for Student Life Administration
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Y012
Job Family Group:	
Management Level:	2 Senior Executive

JOB SUMMARY

Leads strategic business planning and serves as key liaison for the division of Student Life and its departments, responsible for developing, implementing, managing, analyzing, and optimizing business strategies, budgets, financial processes, and controls for accuracy and oversight. Assists with the deployment of enterprise systems, applications, platforms, and infrastructure, providing strategic planning, operational guidance, and implementation leadership. Oversees the administration of the division's business continuity program, conducts workforce analysis, and makes staffing and compensation recommendations in alignment with departmental and divisional goals and objectives.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Master's degree	Business Administration	Or
X		Master's degree	Finance	Or
X		Master's degree	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		10 years	experience working with administrative, financial, governance, budget, and human resource policies and processes.	

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		Experience as a Senior Business Officer or Administrative Services Director in a large or complex team.
X		Knowledge of university financial and administrative systems.
X		Experience at a large, complex, higher education institution in an urban area.
X		Extensive knowledge and demonstrated understanding of business planning, strategy, operations, finance, and management.
X		Experience with budget planning and management, business case development, project management, and organizational change practices.
X		Experience in space planning and management.
X		Proven ability to interpret, analyze, and apply pertinent policies, rules, procedures, best practices, regulations, and requirements, and evaluate the risks and benefits of different solutions.
X		Extensive experience developing, implementing, and controlling budgets with multiple funding sources, financial systems, and policies.
X		Demonstrated ability to work with large datasets, and fluency with analytical and statistical modeling techniques.
X		Exemplary interpersonal, analytical, and oral and written communication skills to produce concise and logical reports, proposals, and correspondence.
X		Ability to present ideas and solutions in nontechnical, business-friendly terms and translate complex ethical, legal and compliance concepts.
X		Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
X		Ability to deftly manage highly confidential, complex, politically, and time-sensitive matters, meeting strict deadlines and delivering quality services.
X		Demonstrated ability to articulate visions and strategies that inspire, and drive excellence aligned to business priorities.
X		Proven ability to successfully multitask and shift priorities.
X		Experience resolving conflicts, problem solving, and encouraging partnerships.
X		Experience with human resources processes, recruiting and hiring job candidates, and supervising and coaching managers.

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
Leads strategic business planning and serves as a key liaison for the division of Student Life, responsible for developing, implementing, managing, analyzing, and optimizing business strategies, budgets, financial processes, and controls for accuracy and oversight. Develops, implements, and monitors day-to-day operational systems and processes to provide visibility into the goals, progress, and obstacles of strategic planning and resources. Collaborates in the establishment of quantifiable, measurable elements for use in monitoring program workflows, effectiveness, and success. Designates priorities and protocols to manage and minimize risks and maximize return on resource investments for department and university operations.				
Assists with fiscal and operational leadership activities for the division and its departments. Manages expenses, tracks revenue margins, and conducts budget reviews to maximize profits. Analyzes and advises on short- and long-range revenue-generating opportunities for the division. Identifies budgetary strategies, underutilized resources, and cost control methods, and recommends resources for specific programs and department activities based on financial and trend analyses.				
Assists with the assessment, architecting, and deployment of enterprise systems (e.g., applications, platforms, and infrastructure), providing strategic planning, operational guidance, and implementation leadership. Works closely with campus partners to develop requirements, verify business processes, and implement solutions.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Consults and makes recommendations for facilities, spaces, and equipment, working closely with university stakeholders. Develops policies, guidelines, and operational procedures for the use of division space in collaboration with partners throughout the university.				
Oversees the administration of the division's business continuity program, developing and maintaining division-wide plans for emergency prevention, mitigation, preparedness, and response. Facilitates the development of unit-specific emergency response plans for appropriate departments, schools, and specialized teams. Coordinates the maintenance and testing of business continuity plans and disaster recovery plans.				
Conducts workforce analysis and makes staffing and compensation recommendations in alignment with departmental and divisional goals and objectives. Provides insight for management, succession planning, organizational structuring, and staffing needs. 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.