



USC University of
Southern California

Equity and Inclusion Specialist Job Description

JOB INFORMATION

Job Code:	117103
Job Title:	Equity and Inclusion Specialist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Equity And Diversity
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for data analytics supporting the development of and updates to the university's annual affirmative action plan and related actions. Provides data analytics support to equal employment opportunity and Title IX (EEO-TIX) stakeholders preparing responses to charges, audits or reviews regarding discrimination, harassment or retaliation from local/state/federal agencies. Assists with education, outreach, and compliance activities with/for relevant stakeholders in academic and administrative units, supporting strategic initiatives ensuring equity and inclusion.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

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

Req	Pref	Work Experience	Experience Level
X		5 years	data analyst in human resources, institutional research or a related field

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		Demonstrated experience interpreting and applying statistics, with directly related experience in higher education.
X		Analytical and problem-solving skills for data management, manipulation and visualization.
X		Experience managing affirmative action and equal employment opportunity matters in higher education institutions or similar complex organizations, supporting strategic initiatives with respect to employment and/or undergraduate and graduate admissions.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience collaborating with multi- disciplinary project teams and navigating organizational change in decentralized environments.
X		Excellent written and oral communication skills.

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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Responsible for data analytics supporting the development of and updates to the university's annual affirmative action plan and related actions. Assists senior leadership and relevant stakeholders with periodic reports for schools, departments and business units, as appropriate and upon request. Serves as a university resource with respect to understanding and implementing regulatory guidance, proactively including historically underrepresented populations in university employment. Provides input into policy development, as appropriate.				
Audits, monitors, guides and implements employment and admissions best practices in compliance with applicable local/state/federal laws and policies across the university. Creates and manages systems, software, and processes to prevent, detect, and ensure compliance with all applicable regulations with respect to equity in employment and admissions. Stays current with relevant social science findings and regulations, policies and laws impacting affirmative action and equity in employment and admissions.				
Assists with education, outreach, and compliance activities with/for relevant stakeholders (e.g., HR, provosts) in academic and administrative units, supporting strategic initiatives ensuring equity and inclusion. Conducts and/or facilitates training and education programs for varied stakeholders (e.g., faculty, staff, students) regarding equitable and compliant employment and admissions practices. Identifies and engages in proactive outreach activities for university community members in areas ensuring equal opportunity and protecting civil rights.				
Provides data analytics support to equal employment opportunity and Title IX (EEO- TIX) stakeholders preparing responses to charges, audits or reviews regarding discrimination, harassment or retaliation from local/state/federal agencies (e.g., California Department of Fair Employment and Housing, U.S. Department of Education). Periodically audits and monitors university compliance with said matters, and supports varied research projects, events and other EEO- TIX initiatives, as needed.				
Collaborates with varied university partners supporting diversity, equity and inclusion efforts. 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.