



USC University of
Southern California

Faculty Services Specialist

Job Description

JOB INFORMATION

Job Code:	139015
Job Title:	Faculty Services Specialist
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Faculty Services
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Serves as central information resource for university policies and procedures related to the faculty payroll, appointments, promotions, tenure, sabbatical and retirement processes. Provides training and guidance to departmental personnel with responsibility for faculty payroll, appointments and promotions. Reviews and certifies faculty payroll and contracts. Implements appointment, promotion and leave policies and exceptions. Maintains confidential faculty personnel files.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Academic policies and procedures relating to Faculty Affairs.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates paperwork for faculty appointments in professional schools. Reviews all faculty contracts for completeness and accuracy, including funding, titles and appropriate tenure status. Obtains Vice Provost's signature and distributes copies as appropriate.				
Reviews faculty paperwork to include Sabbatical Leave and Leave of Absence requests, for completeness and accuracy. Notifies deans of upcoming tenure dates. Disassembles dossiers after tenure approval has been granted. Maintains confidential information in faculty file.				
Advises faculty and administrative staff on issues relating to faculty status and payroll. Provides training and guidance to departmental personnel responsible for payroll and faculty appointments and promotions. Provides information regarding completion of paperwork for faculty, early retirements and special situations. Offers options within guidelines for faculty members regarding retirement dates, sabbaticals and titles.				
Reviews and monitors faculty Payroll and Personnel Authorization forms; signs forms for Provost. Monitors faculty salary increases. Ensures that faculty pay practices comply with university policy. Alerts Vice Provost of any exception to policy such as mid-year salary adjustments.				
Processes Payroll and Personnel Authorization forms for the Provost's Office and sub-units reporting to the Provost's Office. Records faculty overloads and summer supplements. Assists in preparation of annual budgets for Provost's Office and inputs into BDS System. Monitors budgets.				
Provides final review, certification and issuance of faculty contracts. Assures that tenure decision dates are correct and that terminal contracts are identified.				

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/			No

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.