



## Global Director, USC Schwarzenegger Institute for State and Global Policy Job Description

### JOB INFORMATION

<i>Job Code:</i>	122000
<i>Job Title:</i>	Global Director, USC Schwarzenegger Institute for State and Global Policy
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Research - Administration
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs the overall operations for the USC Schwarzenegger Institute for State and Global Policy, ensuring financial, operational, program and strategic goals are achieved. Oversees and supports the development of academic research, symposiums, and summits with thought leaders, both established and emerging. Helps foster and shape engaging, in-depth dialogues on issues centered around the institute's mission and short- and long-term agendas. Directs short- and long-term strategic planning efforts, goals, objectives, and performance standards. Serves as institute spokesperson, cultivating positive, long-term relationships with journalists, and promoting stories reflecting the institute's public contributions. Plans and directs institute budgets and fundraising for programs and projects. Participates in ongoing professional development to remain current and engaged in appropriate political and public policy arenas.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Political Science	Or
X		Bachelor's degree	Environmental Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Law	Or
	X	Master's degree	Political Science	
	X	Master's degree	Environmental Science	

#### 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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		8 years	in public policy, government administration, social justice, politics, and/or other relevant arenas	
X		3 years	in a leadership/management role	

## Work Experience

Req	Pref	Work Experience	Experience Level
	X	10 years	domestic and/or international, in government administration, diplomacy, public policy, higher education, business, or related arenas
	X	5 years	in a leadership role, managing administrative, governance, and human resources 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		Proven knowledge of public policy development and implementation.
X		Demonstrated expertise in economic, socioeconomic, environmental, social, and cultural impacts of various political systems.
X		Expert knowledge of current and emerging higher education issues, policies, and legislation.
X		Advanced political acumen, with proven analytical, interpersonal, decision-making, and oral and written communication skills.
X		Ability to present ideas and solutions in non-technical, business-friendly terms and translate complex ethical, legal and compliance concepts.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements, and to motivate others to action by articulating visions and strategies.
X		Experience with budget planning and management (corporate and/or governmental), business case development, project management, and organizational change practices.
X		Proven ability to work with diverse populations, and experience working with international students.
X		Fundraising experience (e.g., soliciting major gifts, writing grant applications).
X		Experience fostering environments of trust, collaboration, transparency, and accountability.
	X	Master's degree in business administration, law, political science, environmental science/policy, or related fields.
	X	Established reputation and relationships with local, regional and national media.
	X	Experience working in higher education or governmental administration (e.g., federal, state or local legislative or executive administration).
	X	Fluent oral, reading, and writing skills in Spanish, Mandarin Chinese, and/or other/more languages beyond English.
	X	Experience teaching English as a second language.
	X	Demonstrated background in post-secondary international education, in international student services, and/or study-abroad programs.
	X	Demonstrated experience with office management communication software/tools (e.g., Google suite, Slack, Skype).
	X	Experience in social media management.

## Other Job Factors

- Valid U.S. passport, able to travel internationally and domestically without restrictions.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the Schwarzenegger Institute's overall operations, ensuring financial, operational, program and strategic goals are achieved. Manages program designs and policy development, exercising judgment in selecting institute methods, techniques and protocols. Works closely with institute and university leadership, the institute advisory board, donors, political and civic leaders, and other external stakeholders. Encourages, facilitates, cultivates, and solicits proposals from students, faculty, the university community, and appropriate foundations and corporations. Attends and provides support to other university events, as needed.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Designs, develops, and oversees major academic research, outreach, and social policy projects and programming. Oversees the implementation of every institute program, process, symposium, and summit, all produced in collaboration with institute leadership, thought leaders, and university community members. Invites and hosts leaders from academia, business, government, non-profits and other relevant fields focused on reforming political and environmental policies.				
Helps foster and shape engaging, in-depth dialogues on public policy issues centered around the institute's mission and short- and long-term agendas. Works in coalition with thought leaders, both established and emerging, in the observation and analysis of current and developing public policy matters. Develops and maintains relationships with local, national, and/or global innovators, peacemakers, and organizations. Builds the institute's network, increasing opportunities for collaboration and fundraising with other parties for shared goals.				
Develops and deploys strategic communication plans and outreach campaigns for priority, targeted policy issues. Directs short- and long-term strategic planning efforts, goals, objectives, and performance standards. Develops and guides effective communications, marketing, and public-relations strategies for the university, internal/external stakeholders, and the general public. Promotes student engagement, exploring and addressing the adequacy, consistency, and availability of institute undergraduate courses, services, and activities.				
Serves as institute spokesperson at internal/external events, meetings, and conferences, and for all news matters. Responds to inquiries from media outlets, academic journals, social media channels, etc. Cultivates positive, long-term relationships with journalists, and promotes stories reflecting the institute's public contributions. Works with staff in the planning and execution of press conferences, tours, conference calls, and other interactions between senior leadership, special guests, and reporters and photographers. Monitors and assists the compilation of media coverage before, during, and after major institute events, as well as prominent mentions in regular publications and digital media.				
Plans and directs institute budgets and fundraising for programs and projects, participating in the processes as needed to support the organization's financial infrastructure. Manages all institute resources regarding finances, human resources, and technology. Partners with appropriate departments and relevant university stakeholders to analyze data critical to developing, monitoring and assessing the institute. Participates in the development of appropriate reports, as requested and/or determined by the advisory board and/or institute leadership.				
Maintains awareness, knowledge, and compliance with any changes in legal and regulatory environments, as well as university and departmental policies and procedures, which may affect operations. Ensures senior leadership and staff are informed of any changes and updates in a timely manner. Participates in ongoing professional development to remain current and engaged in the appropriate public policy and political arenas. Establishes and maintains appropriate network of contacts and memberships with any appropriate professional organizations and publications. Attends meetings, seminars and conferences, and maintains continuity of any required or desirable certifications, if applicable.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	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.