



Senior Director, Strategic Alliances

Job Description

JOB INFORMATION

<i>Job Code:</i>	134007
<i>Job Title:</i>	Senior Director, Strategic Alliances
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Patents/Licensing
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Drives the overall coordination, execution and management of new and ongoing strategic alliances. Identifies, fosters, and develops global collaborative networks, expanding the number of external opportunities for the university. Directs a multidisciplinary team of managers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Doctorate	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	of directly related academic/industry experience.
	X	10 years	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven experience in business and technology development, consulting, alliance, and/or management roles.
X		Valid U.S. passport, able to travel internationally and domestically without restrictions.
X		Ability to independently manage virtual teams and complex projects.
X		Exceptional analytical, presentation, and written and oral communication skills.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent managerial, interpersonal, networking, and conflict resolution skills, able to motivate others to action by articulating visions and strategies.
X		Experience in developing and/or managing budgets.

Other Job Factors

- As required, travels domestically and internationally up to 25 percent of the time.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves a principal role in partner strategy and implementation, relationship building, project management, and budgeting. Facilitates engagement between university faculty and staff and industry/external experts to remove process barriers and ensure effective execution of the overall innovation process. Communicates research results to various stakeholders (e.g., donors).				
Collaborates with management in creation of a shared vision to drive innovation and externalize opportunities across the university and socializes appropriately within the organization.				
Responsible for identifying and building relationships and strategic opportunities with high-level, external stakeholders. Develops business, collaboration, and technology models to enhance the university's global presence and value in government, industries, and academic/international organizations.				
Identifies, develops and/or pursues opportunities to improve strategy, process, execution and organization of the innovation process.				
Builds, maintains and enhances relationships between the university and industry stakeholders, and between the university and other academic institutions.				
Promotes development of a collaborative culture across the organization, providing scientific input and a strategic framework for external collaborations based on global perspectives from industry and academia.				
Maintains communications with investigators and industry stakeholders, educating and advising on matters relevant to the department's mission.				
Approves/disapproves all work guidance actions within unit and professional development activities. Resolves problems referred by professional staff.				
Identifies, fosters, and develops global collaborative networks, working closely with internal stakeholders to enable timely executions of necessary contracts and agreements.				
Directs the development, enhancement and maintenance of information systems to support operations.				
Directly or indirectly manages all staff assigned to unit, usually through subordinate supervisors. Determines staffing needs based on unit goals and objectives. Determines and/or recommends unit hiring and salary administration (e.g., raises, promotions, reclassifications).				
Develops and administers budget, analyzing financial data for trends. Makes budgetary and resource allocation decisions, and provides financial status reports as needed.				
Maintains professional currency through active participation and leadership in associations and committees, both internal and external to the university. Attends meetings, seminars and conferences. Makes formal presentations as needed.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.