



## Senior Director, Strategic Initiatives

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	133423
<i>Job Title:</i>	Senior Director, Strategic Initiatives
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

#### JOB SUMMARY

Sets new initiatives and processes for positive change across the university. Directs the creation and maintenance of new strategies and oversees program plans to make the university a dynamic, innovative leader. Partners with diverse groups of stakeholders to provide thoughtful recommendations for efficiency and continuous improvement projects. Prioritizes service excellence, strategic vision and innovation in all responsibilities, ensuring university plans for successful futures.

#### JOB QUALIFICATIONS:

##### Education

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

##### 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		12 years	in HR, project management and/or business administration or business strategy.	
X		6 years	in management/leadership roles.	
	X	15+ years	in higher education and/or finance.	
	X	8 years	or more in management/leadership roles.	

## 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		Demonstrated experience building out programs from concept to implementation, developing strategic plans and roadmaps and aligning resources to meet established organizational objectives.
X		Experience implementing and recommending best practices for continuous improvement and program planning.
X		Demonstrated experience and success developing project proposals, tracking results, resolving issues and presenting value-add.
X		Proven success leading teams with demonstrated leadership values, relationship-building and coaching skills.
X		Ability to mentor and develop teams by outlining goals, objectives and encouraging continuous realignment and training.
X		Excellent presentation, collaboration, and written and oral communication skills and capabilities.
X		Ability to exercise discretion with confidential information.
X		Proficiency with Microsoft Office.
X		Demonstrated excellence leveraging project portfolio management (PPM) tools.
	X	Proven experience with conflict resolution, mediation, counseling, and identifying and resolving problems.
	X	Collaborative leadership and management style.
	X	Ability to drive change while maintaining equitable, consistent work environments.
	X	Experience spearheading strategies for complex organizations.
	X	Demonstrated experience partnering with HR leadership to develop and execute strategic visions.
	X	Expertise overseeing and directing people services metrics, progress progression, pipelines, methodology creation, and project implementation.
	X	Ability to lead strategic initiatives in daily operations, providing guidance and support as necessary.
	X	Experience managing the implementation of HR systems and initiatives, providing strategic support to drive organizational change.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		CAPM, PMP or other similar certifications.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs internal strategic teams based on data and metrics for measurable outcome success. Implements continuous improvements and industry best practices to contribute to immediate and larger, long-term goals related to strategic initiatives and program planning. Combines strategic innovation with an understanding of the university environment and leadership to maximize efficiency and drive change.				
Oversees strategic initiatives and improvement opportunities for improved customer service and departmental efficiencies. Manages deadlines, prioritizing projects and/or programs with widespread value and long-term positive implications. Interacts regularly with stakeholders to collect feedback and monitor change efforts. Analyzes current and anticipated conditions and limitations that may affect ability to achieve strategic goals.				
Guides relevant stakeholders on program management and strategic initiatives. Proactively solves issues, addressing any repetitive challenges. Directs and contributes to initiatives and processes, building consensus while making progress toward change. Tailors communications to articulate issues and concerns.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees programs with multiple stakeholders that review and evaluate cross-functional challenges. Manages data review and interpretation informing decisions and recommendations. Reassigns staff responsibilities and workloads as needed to avoid challenges or roadblocks to success. Continually develops objectivity and critical-thinking skills to make sound judgments based on keen analysis, best practices and an understanding of preferred outcomes.				
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. Stays current with changes in laws, regulations, and best practices which may affect operations. Collaborates with colleagues and leadership to align solutions with university culture and foster a culture of transparency, accountability, and excellence.				

## Other Requirements

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

## 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.