



## Special Advisor, Strategic Initiatives

### Job Description

#### JOB INFORMATION

|                          |  |
|--------------------------|--|
| <i>Job Code:</i>         | 199085   |
| <i>Job Title:</i>        | Special Advisor, Strategic Initiatives                                       |
| <i>FLSA Status:</i>      | Exempt   |
| <i>Supervisory:</i>      | May oversee staff, students, volunteers, agencies and/or resource employees. |
| <i>Job Family:</i>       | Senior Executive   |
| <i>Job Family Group:</i> | Administration   |
| <i>Management Level:</i> | 2 Senior Executive   |

#### JOB SUMMARY

Serves as a senior advisor, project manager, and lead administrator for the implementation efforts outlined in the February 2020 United States Department of Education's Office for Civil Rights Resolution Agreement. Leads the strategic development of Office for Civil Rights (OCR)-related communications, ensures fundamental integration of resolution deliverables within the HR Design for the Future (HRDF) initiative, and maintains an effective communication approach to embed and elevate the vision and priorities for OCR implementation efforts and HRDF.

#### JOB QUALIFICATIONS:

##### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X          |             | Bachelor's degree |                       |
|            | X           | Master's degree   |                       |

##### 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          |             | 8 years                |                         |
|            | 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          |             | Demonstrated experience in large-scale change implementation and stakeholder management and change communication, able to drive change and develop transformative environments for strategic growth. |
| X          |             | Excellent written and oral communication skills, able to understand and translate business value, manage diverse cross-functional teams, and work with and guide technical and non-technical staff.  |

## Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>   |
|------------|-------------|--|
| X          |             | Excellent interpersonal and organizational skills.   |
| X          |             | Experience with applicable laws and regulations, and policy development.   |
|            | X           | Seven to ten years of progressively responsible experience in human resources management, with a focus on special initiatives, program development and project management. |
|            | X           | Related experience working with senior management during major organizational redesigns and transitions, and other significant change initiatives.                         |

## 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> |
|--|---------------|------------------|-----------------|------------|
| Partners with relevant and key university stakeholders (e.g., HR, deans, department leaders, compliance staff) to prioritize, coordinate, and implement detailed implementation requirements, documentation, plans, timelines for OCR deliverables. Implements monitoring, reporting, and performance requirements, supports centralized rollout, and coordinates lines of communication to maintain efficient data and information flow. Assists with the development and mapping of requirements and comprehensive project management design to ensure alignment, compliance, and consistency of best practices. Provides guidance and support to project teams and other stakeholders as needed to ensure effective implementation. |               |                  |                 |            |
| Ensures coordination and integration of OCR requirements within the HR Design for the Future (HRDF) initiative. Advises on rebuilding components of comprehensive HR function design to build systems based on learnings from Resolution Agreement (e.g., the staff complaint process, employee relations, etc.).  |               |                  |                 |            |
| Leads the strategic development of OCR-related communications. Initiates and maintains an effective communications approach to embed and elevate the vision and priorities for OCR implementation efforts and HR Design for the Future (HRDF) initiative. Prepares and presents regular status reports to the Senior Vice President of Human Resources and other stakeholders as required. Develops consistent internal and/or external messaging strategies and manages its implementation across all communication programs and platforms.   |               |                  |                 |            |
| Staffs and supports relevant University stakeholder committees as required (e.g., Employee Relations Advisory Committee, NASEM Collaborative, REDI implementation working group, and CAB implementation working group). Works to operationalize committees established to support sexual harassment prevention as well as assess scope and gather input on new policies. Facilitates regular stakeholder and committee meetings to assess scope of needs and gain feedback on new/improved policies and processes. Serves as communication strategist and liaison for messaging that intersects with other relevant university efforts.  |               |                  |                 |            |
| Builds and maintains relationships with varied university stakeholders (e.g., staff, faculty, University Communications) and partners with external stakeholders (e.g., outside communications and legal advisors) to meet strategic goals and objectives. 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 |                   | 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: <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.