



**USC** University of  
Southern California

## Vice President, Student Life Job Description

### JOB INFORMATION

Job Code:	199046
Job Title:	Vice President, Student Life
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Senior Executive
Job Family Group:	Administration
Management Level:	2 Senior Executive

### JOB SUMMARY

Develops, implements, and maintains a comprehensive student life program that enhances the student experience, supports students throughout their development at the university, and promotes student success. Oversees the division of Student Affairs, staffing and participating Student Affairs Committee of the Board of Trustees. Collaborates with faculty and staff across the university, develops and implements policies and procedures that promote student safety and well-being, and serves as an advocate for students.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	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

Req	Pref	Work Experience	Experience Level
X		10 years	At least ten years of experience in student affairs with a proven record of leadership and accomplishment in a complex higher education setting.
	X	15 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

Req	Pref	Functional Skills
X		Demonstrated commitment to diversity, equity, and inclusion, and a record of creating inclusive environments that promote student success.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong leadership, collaboration, and communication skills.
X		Ability to think strategically and to translate vision into action.
X		Ability to manage multiple priorities and to work effectively under pressure.

## 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

	% Time	Essential	Marginal	N/A
Develops, implements, and maintains a comprehensive student life program that enhances the student experience, supports students throughout their development at the university, and promotes student success. Provides strategic direction, leadership, and administrative oversight for student life at the university and develops, implements, and evaluates short and long-term goals. Hires, trains, evaluates, and supervises staff, executing disciplinary actions as needed. Oversees managerial staff.				
Develops and implements policies and procedures that promote student safety and well-being. Ensures that programs and services are inclusive and accessible to all students. Collaborates with faculty and staff across the university to integrate programs and services, providing a comprehensive student experience.				
Oversees the division of Student Affairs, leading efforts to enhance and improve the division and evaluating budgets as necessary. Staffs and participates in the Student Affairs Committee of the Board of Trustees. Advises university leadership on student-based issues as needed. Provides leadership and oversight for crisis management and emergency response protocols.				
Works collaboratively with leaders across the university to develop innovative and inclusive programs that foster a strong sense of community and support for all students. Develops and maintains strong partnerships with the schools to help them support student life within their own organizations.				
Serves as subject matter expert (SME), strategic partner, and source of quality analysis, advice, and recommendations. Serves as an advocate for students and represents the university in local, state, and national forums related to student life and campus culture. 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

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 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>
Campus Security Authority (CSA)			Essential:
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.