



## Business Development and Curriculum Design Consultant, Executive Education

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	134019
<i>Job Title:</i>	Business Development and Curriculum Design Consultant, Executive Education
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.; Supervises employees who do not supervise.
<i>Job Family:</i>	Business Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	7 Individual Contributor

#### JOB SUMMARY

Applies consultative sales strategies to develop and enhance business relationships with leading organizations, businesses and professional associations across diverse geographies and industries. Assists clients in diagnosing and assessing their leadership and organization development challenges and opportunities, and formulates and proposes appropriate leadership development programs to address those needs. Applies theoretical understanding of organizational development and leadership development, adult learning, and process consultation in order to advise constituents on the educational products and training opportunities offered. Designs and develops innovative educational products that incorporate appropriate learning methods (e.g., augmented, hybrid and virtual technologies) in order to achieve educational and developmental goals of partnered organizations.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Master's degree	Leadership	Or
X		Master's degree	Organizational Development	Or
X		Master's degree	in related field(s)	
	X	Doctorate		

##### Additional Education

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

X 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		5 years		
	X	7 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		Knowledgeable of the principles and practices of adult learning.
X		Experience designing, conducting and evaluating professional development courses.
X		A demonstrated process consulting approach based upon a strong foundation in the application of behavioral science knowledge to leadership and executive development.
X		Experience in performing in-depth client needs assessments in the domains of strategy, leadership, teams, executive and organization development, and large systems change.
X		Experience with the process of new business development. Exceptional communication, presentation and negotiation skills.
X		Demonstrated analytical, relationship-building and problem solving skills.
	X	Experience in professional development and management, with working knowledge of the role of technology as a learning enabler.
	X	Foundation in the application of behavioral science knowledge to organizational change.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Proactively cultivates trusting, long-term relationships with senior decision makers (e.g. CEO, COO, CLO, CHRO, CAO) from leading organizations and industry associations across diverse geographies and industries that establish the Marshall School of Business Office of Executive Education (MSB-EE) as the dedicated provider of learning and professional development.				
Analyzes client talent challenges to identify root causes, and designs and coordinates the delivery of adult learning-based solutions that reflect an informed understanding of state-of-the-art approaches to leadership and organization development, human capital development and talent management with suitable faculty and other Executive Education staff.				
Participates in the analysis and assessment of professional development needs of constituents. Supports program logistics and helps to create training timelines, determine resource needs, and develop curriculum.				
Designs innovative, custom and open executive programs including determination of educational goals and development of program curricula. Understands the tenets of adult learning theory and provides analysis and input into curriculum and program design that improves the learning experience and enhances the reputation of MSB-EE.				
Proposes and develops innovative educational approaches incorporating appropriate learning methods to include augmented, hybrid, and virtual technologies and delivery systems, among others, to enhance and enrich the leadership development experience.				
Evaluates professional development programs and measures results. Modifies professional programs according to evaluation results. Monitors the effectiveness of professional development programs and makes recommendations for changes in curricula and mode of instruction, as necessary.				
Develops and leads MSB-EE responses to requests for proposals (RFPs), in collaboration with custom program faculty directors and staff, the Executive Director of Open Enrollment and Custom Programs (OEC), USC faculty, and other colleagues across the Marshall School and the University.				
Independently and effectively handles problems related to programs, faculty and participants, and systematizes the solution and problem-solving process for future occurrences.				
Forms strategic partnerships with appropriate professional and industry associations. Professionally represents the MSB-EE at meetings with corporate				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
executives and sponsors, professional and industry associations, and faculty to discuss new and continuing programs.				
Keeps abreast of emerging trends in the field and functions as a thought leader through participation and leadership in external organizations, as part of an overall new product and service development effort.				
Develops/maintains collaborative working relationships across MSB-EE, the Marshall School, the University and other appropriate partners.				

## 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>			No

## 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.