UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Director, Strategic Alliances and Corporate Collaborations

Job Code: 134011

OT Eligible: **No**

Comp Approval: **3/31/2020**

JOB SUMMARY:

Manages new and ongoing academic-industry collaborations and strategic alliances. Expands the portfolio of external opportunities. Develops, maintains, and expands corporate collaborations and strategic alliances with a primary focus on technologies spanning the physical sciences or life sciences.

JOB ACCOUNTABILITIES:

*E/M/NA	% TIME	
_____	_____	Manages and grows industry relationships. Works closely with private, government-industry, professional services and other relevant industry organizations to form key relationships, increase awareness and leverage credibility of university academic programs as a way to support the organizational mission to expand knowledge with societal impact.
_____	_____	Builds and maintains strong internal relationships with administrators, faculty, and staff in schools and research centers to appropriately match the interests and needs of external partners with the strengths of the USC research community and provide critical input back to faculty on industry strategic initiatives.
_____	_____	Works with USC across various functional teams to ensure smooth processes, collaboration and compliance.
_____	_____	Develops and maintains academic and industry relationships through networking by working with warm and cold leads.
_____	_____	Has responsibility for researching and understanding the industry partner's culture and capabilities. Identifies and articulates the value propositions for collaborators and facilitates the inclusion of that information in the negotiation and development of the contracts and agreements that formalize the partnerships.
_____	_____	Owns the collaboration kickoff process and implementation plans across all stages of collaborations lifecycle for existing and/or new relationships. Facilitates joint steering committees, briefing the team on key terms and obligations from the contract and ensuring they all know and understand their roles and responsibilities in the alliance. Monitors and ensures contractual obligations are met. Communicates summary reports back to internal and external stakeholders.
_____	_____	Ensures effectiveness of governance model, identifying change and making adjustments and/or recommendations to senior management to enhance the alliance to the benefit of both partners as necessary. Has responsibility for full feedback analysis of the alliance over the years, including main achievements, pros and cons, and lessons learned to evolve best practices.
_____	_____	Coordinates and leads collaboration/alliance training internally. Provides routine updates of alliance progress to both internal and external partners and represents USC as a credible corporate collaborations partner of choice.

_____ _____ Participates in business development forums and advises on the partner selection process, including use of best practices in the development, initiation, planning and execution of the alliance portfolio.

_____ _____ Attends, presents, and/or exhibits at key industry conferences to represent USC and to showcase USC capabilities and academic offerings, leveraging marketing collateral and other resources.

_____ _____ Creates innovative ways to reach industry and aligns academic programs with organizational needs.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Directly related experience coordinating the development and maintenance of successful strategic relationships with diverse partners from academia, the private sector, government agencies, and non-profit organizations.

Preferred Education:

Master's degree

Doctorate

Preferred Field of Expertise:

Master of Business Administration, preferred. Experience in a relevant professional environment, including a track record of successful alliance management in the directly related arena.Business development experience highly desirable. Ability to anticipate and resolve issues in order to mitigate risk and achieve academic-industry partnerships while working in a matrix environment.

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:

This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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