

UNIVERSITY OF SOUTHERN CALIFORNIA

Hearing Manager

Job Code: 117114

OT Eligible: No

Comp Approval: 12/10/2020

JOB SUMMARY:

Schedules and facilitates pre-hearing meetings, live hearings, and related events. Ensures the provision of accommodations (e.g., disability, language diversity) and liaises with key stakeholders to ensure availability and participation. Finalizes and distributes reports, arranges panels, etc.; conducts trainings and workshops, as needed, related to the hearing process.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | |
|-------|---|
| _____ | Manages pre- and live hearing calendar. Responsible for scheduling hearings, meetings, parties, and witnesses, and for securing meeting spaces and platforms. Responsible for pre-hearing logistics (e.g., preparing timelines, disseminating materials) and for facilitating the provision of stakeholder accommodations (e.g., disability, language diversity). Liaises with Title IX Coordinator, legal counsel, Hearing Advisors, and appropriate university stakeholders to monitor availability and ensure participation. |
| _____ | Manages live hearing logistics (e.g., transportation, reimbursements) and provides technical and logistical support to the Hearing Officer. Arranges and monitors audio/visual hearing recordings and provides transcripts thereafter. |
| _____ | Supports the Hearing Officer, Title IX Coordinator, and investigators by assisting with finalizing and distributing outcome letters, rationales, and reports. Assists with arranging Misconduct Sanctioning Panels and Officers in accordance with the Sexual Misconduct Process (e.g., maintaining a pool of available and trained sanctioning panelists/officers, scheduling, preparing panelist reports). |
| _____ | Works in close liaison with the Appellate Authorities, parties, advisors, and witnesses with respect to the hearing process. Serves as key liaison with external Hearing Officers and ensures they are trained on the university's policy and process and are free of conflict/bias. |
| _____ | Conducts trainings, workshops, and education sessions as needed. 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. |
| _____ | 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

Minimum Experience:

2 years

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Excellent written and oral communication skills. Excellent time and project management skills, with the demonstrated ability to effectively manage the pressure of multiple, competing deadlines.

Preferred Education:

Master's degree

Preferred Experience:

3 years

Preferred Field of Expertise:

Three years' demonstrated experience coordinating or facilitating conduct, Title IX, or disciplinary proceedings/hearings or similar resolution processes or proceedings. Experience developing and presenting educational materials. Strong interpersonal skills, judgment, and independence. Knowledge of applicable nondiscrimination policies and procedures, and, in particular, substantive knowledge and experience with Title IX. Experience conducting mediations or alternative dispute resolutions.

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

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.