

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Assistant Vice Provost, Community Expectations**  
**Job Code: 199013**

---

**OT Eligible:**                **No**

**Comp Approval:**        **3/17/2022**

---

**JOB SUMMARY:**

Responsible for oversight of student conduct review proceedings that ensure proper administration of university rules and regulations. Shepherds all aspects of student-related policies.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Oversees Office of Community Expectations administrative, budgetary, programming and human resources efforts. Serves as a dotted-line manager for the Office of Academic Integrity. Supports program planning, development, coordination, delivery of services, and management of operations.  |
| _____ | _____ | Interprets policies for compliance with pertinent local, state and federal laws and regulations. Administers student handbook policies and procedures, working with faculty and campus constituencies on policy development or revisions as needed. Assesses existing utilization of investigatory methods, processes/procedures for adequacy, and related policies for regulatory compliance.   |
| _____ | _____ | Engages and collaborates with internal/external stakeholders to enhance knowledge of student conduct operations. Ensures transparency of the disciplinary process, increasing confidence and trust in its implementation and reducing risk by identifying and mitigating potential liabilities. Ensures integrity through oversight of all disciplinary process policies/procedures.   |
| _____ | _____ | Serves as in-house expert on student disciplinary matters across the institution, consulting with and advising campus stakeholders to ensure consistent application of university philosophy and processes. Assists with reviews and assessments of departmental operations and services for effectiveness and efficiency.   |
| _____ | _____ | Creates a strategic vision of student advocacy and support that includes student accountability, resiliency development, interpersonal skills enhancement, community responsibility, and other areas facilitating growth. Serves as OCE primary contact with relevant offices (e.g., Office of Professionalism and Ethics, Department of Public Safety) as designated. Serves on campus committees, task forces and other groups as appointed. Represents student affairs as needed. |
| _____ | _____ | Maintains currency with existing and pending legislation related to higher education discipline/student conduct and ensures staff and the university community are kept informed of changes and updates. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold the principles of USC codes of ethics, integrity, and accountability.                                       |
|       |       | 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:**

Master's degree

**Minimum Experience:**

10 years

**Minimum Field of Expertise:**

Master's degree in higher education or other related fields. Ten years' experience in higher education, with at least seven years of progressive leadership in student life at university settings. Thorough knowledge of higher education law and compliance requirements (e.g., Title IX, Clery Act, Violence Against Women Act) and policies/regulations governing student conduct, privacy, health and mental health. Demonstrated strategic skills and experience providing direction for large, complex programs and service operations. Excellent interpersonal and collaborative/team-building skills, able to build positive and effective relationships across the university. Exemplary written and oral communication skills. Demonstrated experience in and commitment to effectively working with a diverse student body, faculty, staff and community. Ability to exercise discretion with confidential information.

**Preferred Education:**

Doctorate

**Preferred Field of Expertise:**

Doctorate in education. Experience in crisis intervention and conflict resolution, engaging students, faculty, staff, parents and families. Intricate knowledge of database management software (e.g., Advocate by Symplicity). Experience identifying workflows and strategies for efficient and effective operations. Exemplary political acumen for deftly managing and navigating through fast-paced, evolving environments. Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

**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.

The University of Southern California is an Equal Opportunity Employer