

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Director, Strategic Alliances-Stevens Center

Job Code: 134007

Grade: 00
OT Eligible: Yes
Comp Approval: 6/14/2013

JOB SUMMARY:

Directs a multi-disciplinary team of managers. Drives the overall coordination, execution and management of new and ongoing strategic alliances. Expands the portfolio of external opportunities.

JOB ACCOUNTABILITIES:

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

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|-------|-------|--|
| _____ | _____ | Serves as principal role in partner strategy and implementation, relationship building, project management and budgeting. Encompasses facilitating engagement between internal USC faculty and staff and external experts to ensure effective execution of the overall external innovation process and remove process barriers. Communicates research results to various stakeholders, including donors. |
| _____ | _____ | Collaborates with management in creation of a shared vision to drive innovation and externalize opportunities across USC and socializes appropriately within the organization. |
| _____ | _____ | Has responsibility for identifying and developing high level external relationships and strategic opportunities. Develops business and collaboration models to enhance USC's presence and value in government, industry, academic/international organizations and technology on a global scale. |
| _____ | _____ | Identifies, develops and pursues opportunities to improve strategy, process, execution and organization of the innovation process. |
| _____ | _____ | Builds, maintains and enhances relationships between USC and industry as well as between USC and other academic institutions. |
| _____ | _____ | Promotes development of a collaborative culture across the organization by providing scientific input and a strategic framework for external collaborations based on global perspectives from industry and academia. |
| _____ | _____ | Communicates, educates and advises investigators and industry on matters related to the mission of the USC Stevens Center for Innovation strategies. |
| _____ | _____ | Approves/disapproves all work guidance actions within unit and professional development activities. Resolves problems referred by professional staff. |
| _____ | _____ | Identifies, fosters and develops collaborative networks globally and works closely with Technology Advancement and Licensing team to enable timely execution of necessary contracts and agreements. |
| _____ | _____ | Directs the development, enhancement and maintenance of information systems to support operations. |
| _____ | _____ | Directly or indirectly manages all staff assigned to unit, usually through subordinate supervisors. Determines staffing needs based on goals and objectives of unit. Determined and/or recommends unit hiring and salary administration including raises, promotions and reclassifications. |

_____ _____ Develops and administers budget. Analyzes budget and financial data for trends. Makes budgetary and resources allocation decisions. Provides financial status reports as needed.

_____ _____ Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university. Attends meetings, seminars and conferences. Makes formal presentations as needed.

_____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:

Doctorate

Combined experience/education as substitute for minimum education

Minimum Experience:

7 years

Minimum Field of Expertise:

Directly related academic/industry experience with demonstrated skills in alliance management, technology consulting and technical business development roles. Ability to independently manage virtual teams and complex projects. Has exceptional analytical, communication and presentation skills. Ability to influence people across a wide-range of functions and levels in the organization.

Preferred Experience:

10 years

Skills: Other:

Analysis

Assessment/evaluation

Budget control

Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
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
Staff development
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:

Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:

Administrative
Professional/Paraprofessional

Comments:

Travel up to 25% of the time, including internationally when required

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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