UNIVERSITY OF SOUTHERN CALIFORNIA

Faculty Services Specialist

Job Code: 139015

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Serves as central information resource for University policies and procedures related to the faculty payroll, appointments, promotions, tenure, sabbatical and retirement processes. Provides training and guidance to departmental personnel with responsibility for faculty payroll, appointments and promotions. Reviews and certifies faculty payroll and contracts. Implements appointment, promotion and leave policies and exceptions. Maintains confidential faculty personnel files.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Coordinates paperwork for faculty appointments in professional schools. Reviews all faculty contracts for completeness and accuracy, including funding, titles and appropriate tenure status. Obtains Vice Provost's signature and distributes copies as appropriate.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Reviews faculty paperwork to include Sabbatical Leave and Leave of Absence requests, for completeness and accuracy. Notifies deans of upcoming tenure dates. Disassembles dossiers after tenure approval has been granted. Maintains confidential information in faculty file.</td>
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<td>_______</td>
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<td>Advises faculty and administrative staff on issues relating to faculty status and payroll. Provides training and guidance to departmental personnel responsible for payroll and faculty appointments and promotions. Provides information regarding completion of paperwork for faculty, early retirements and special situations. Offers options within guidelines for faculty members regarding retirement dates, sabbaticals and titles.</td>
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<td>_______</td>
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<td>Reviews and monitors faculty Payroll and Personnel Authorization forms; signs forms for Provost. Monitors faculty salary increases. Ensures that faculty pay practices comply with University policy. Alerts Vice Provost of any exception to policy such as mid-year salary adjustments.</td>
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<tr>
<td>_______</td>
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<td>Provides final review, certification and issuance of faculty contracts. Assures that tenure decision dates are correct and that terminal contracts are identified. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

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

EMERGENCY RESPONSE/RECOVERY:
Essential: No
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:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Academic policies and procedures relating to Faculty Affairs.

**Preferred Education:**
- Bachelor's Degree

**Skills: Administrative:**
- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Compute totals
- Develop office procedures
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Write memorandums for own signature

**Skills: Other:**
- Analysis
- Budget control
- Budget development
- Communication -- written and oral skills
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Organization
- Problem identification and resolution

**Skills: Machine:**
Computer Network (University)
Personal Computer

Supervises: Level:
Leads one or more employees performing similar work

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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