**Sign In**

# Business Continuity Specialist

⊙ Los Angeles, CA - University Park Campus

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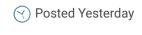with LinkedIn

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⊘ Posted Yesterday

📄 Full time

📰 REQ20077627

## About Us

USC's **Fire Safety and Emergency Planning** division (FSEP) is responsible for working with central university departments to ensure that prompt emergency services are delivered in the event of any campus emergency. We are currently recruiting for an experienced **Business Continuity Specialist** that will be responsible for overseeing recovery planning and business continuity on a university-wide basis.

Additional responsibilities of this role include:

- Provide guidance for multiple school and university departments on business continuity and disaster recovery design and implementation for Institute-wide business continuity and disaster recovery management systems.
- Conduct business impact analyses as needed for university-wide functions and multiple schools/departments, analyzing impact on essential business functions of any likely emergency or disaster.
- Creates, administers, and delivers business continuity plan training and awareness presentations and materials for university-wide education campaigns.
- Writes reports summarizing planning progress, testing activities, scheduling, results, and recommendations.
- Ensure plans based in MS Word are entered into Fusion - our current disaster planning and business continuity management software system.

**USC is a leading private research university located in the heart of downtown Los Angeles – a global center for arts, technology and international business.**

As the largest private employer in the city – responsible for more than $5 billion annually in economic activity in the region – we offer the opportunity to work in a dynamic and diverse environment, in careers that span a broad spectrum of talents and skills. As a USC employee, you will enjoy excellent [benefits and perks](#), and you will be a member of the Trojan Family - the faculty, staff, students and alumni who make USC a great place to work.

ment software system.

- Work with Fusion vendor to update Fusion software and make adjustments to the user interface as needed.
- Work with the Business Continuity Steering Committee, Crisis Management Team, Risk Management, Audit & Compliance, the Office of the General Counsel, and ITS to implement appropriate policies and standards.

Preferred qualifications we are looking for:

Preferred Education:

- Bachelor's degree

Preferred Experience:

- 5 years

Preferred Field of Expertise:

- Emergency management, business continuity and disaster recovery in university and/or hospital environments. Computer database management skills.
- Familiarity with Fusion software
- Certified Business Continuity Professional

We pride ourselves on being a GREAT PLACE TO WORK, and that begins with our employees! We offer a wide variety of benefits and programs that support our staff and their families, including:
· Benefits: Health, dental, and vision plans, tuition assistance for our employees and their families, paid time off, flexible spending accounts, 2:1 retirement plan contributions, child care centers, and up to $50,000 housing subsidy. And because we are a qualifying public service organization, you may qualify for Public Service Loan Forgiveness (PSLF) for educational loans. Please visit usc.edu for additional information.
· Perks: Discounts to USC sporting events, USC Bookstores, wireless plans, travel, accommodations, and local entertainment.
· Career Growth: We are the largest private employer in Los Angeles, offering tremendous development opportunities in multiple fields and industries.


Minimum Education:  Bachelor's degree
Minimum Experience:  3 years
Minimum Field of Expertise:  Knowledge of emergency management, and basic familiarity with business continuity management and disaster recovery.

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*USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race,*
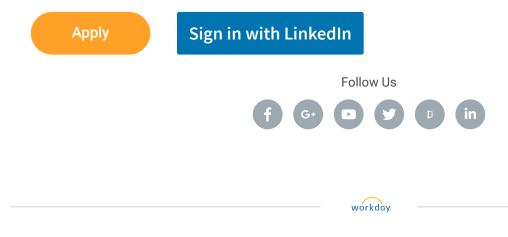
## Application help

If you need assistance during the application process, see our [application help](). (If you already work for USC, see [Your USC career]().)

At any point you may also contact our HR Service Center for help at (213) 821-8100 or [uschr@usc.edu]().

*color, religion, sex, sexual orientation, gender identity, national origin, pro-
tected veteran status, disability, or any other characteristic protected by
law or USC policy. USC will consider for employment all qualified appli-
cants with criminal histories in a manner consistent with the requirements
of the [Los Angeles Fair Chance Initiative for Hiring](#) ordinance. We provide
reasonable accommodations to applicants and employees with disabili-
ties. Applicants with questions about access or requiring a reasonable ac-
commodation for any part of the application or hiring process should con-
tact USC Human Resources by phone at (213) 821-8100, or by email
at [uschr@usc.edu](mailto:uschr@usc.edu).  Inquiries will be treated as confidential to the extent
permitted by law.*

[Read USC's Clery Act Annual Security Report](#)
[Required Legal Notices](#)
*Certain positions are subject to [background screening](#)*

If you are a current USC employee, please apply to this  USC job posting in
Workday by copying and pasting this link into your browser:
https://wd5.myworkday.com/usc/d/inst/1$9925/9925$33932.htmld

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