



**USC** University of  
Southern California

## Manager, Recruitment Job Description

### JOB INFORMATION

|                          |  |
|--------------------------|--|
| <i>Job Code:</i>         | 117163                                       |
| <i>Job Title:</i>        | Manager, Recruitment                         |
| <i>FLSA Status:</i>      | Exempt                                       |
| <i>Supervisory:</i>      | Supervises employees and/or student workers. |
| <i>Job Family:</i>       | Recruiting/Talent Acquisition                |
| <i>Job Family Group:</i> | Human Resources                              |
| <i>Management Level:</i> | 5 Manager                                    |

### JOB SUMMARY

Responsible for providing effective management of a recruiting and sourcing team. Oversees the candidate experience. Acts as a trusted adviser in support of hiring goals. Champions the university's vision, culture and values.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i>   |    |
|------------|-------------|-------------------|-------------------------|----|
| X          |             | Bachelor's degree | Business Administration | Or |
| X          |             | Bachelor's degree | Psychology              | Or |
| X          |             | Bachelor's degree | Communication           |    |
|            | X           | Master's degree   | Business Administration | Or |
|            | X           | Master's degree   | Psychology              | Or |
|            | X           | Master's degree   | Communication           |    |

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i>   |  |
|------------|-------------|------------------------|---|--|
| X          |             | 7 years                | talent sourcing, recruiting, candidate relationship management and/or human resources |  |
| X          |             | 1 year                 | management role   |  |
|            | X           | 10 years               | higher education, recruiting staff, researchers and/or faculty                        |  |
|            | X           | 4 years                | leadership/management role  |  |

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>   |
|------------|-------------|--|
| X          |             | Demonstrated experience in three or more areas of full-cycle recruiting (e.g., candidate relationship management, predictive analytics, skill gap analysis). |
| X          |             | Ability to apply best practices, applicable policies and federal, state and local employment laws and regulations.   |
| X          |             | Excellent written and oral communication skills, and demonstrated empathy, social, non- verbal and active listening skills.                                  |
| X          |             | Ability to prioritize and delegate when necessary and meet deadlines.  |
| X          |             | Ability to effectively manage time, prioritize tasks, work independently and maintain confidentiality of all customers and information.                      |
| X          |             | Proficiency with Microsoft Office and working knowledge of Applicant Tracking Systems (ATS) and human resource information systems (HRIS).                   |
|            | X           | Experience in higher education.  |
|            | X           | Experience building teams and overseeing daily workflows while managing change.  |
|            | X           | Demonstrated ability to collaborate with partners to discern short- and long-term hiring needs and strategies.   |
|            | X           | Experience driving staff/professional development with HR technology and systems.  |
|            | X           | Demonstrated success maintaining a talent pipeline, ensuring consistent staffing and strategy for succession planning.                                       |
|            | X           | Proven track record of positive influence during departmental culture change.  |
|            | X           | Past success managing teams of recruiters providing consistent candidate experiences.  |
|            | X           | Ability to train staff on emerging industry trends and stay current with employment laws (e.g., COBRA), ensuring quality baseline of department knowledge.   |

## Certifications

| <i>Req</i> | <i>Pref</i> | <i>Select Certifications</i>                            | <i>Enter Additional Certifications</i> |
|------------|-------------|---|--|
|            | X           | Senior Professional in Human Resources - SPHR           |  |
|            | X           | SHRM (Human Resource Certification)                     |  |
|            | X           | Certified Compensation Professional - CCP (WorldatWork) |  |

## Other Job Factors

## JOB ACCOUNTABILITIES

|   | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| Utilizes resources to manage daily recruiting operations and stay on track for hiring goals. Develops and implements sourcing plans that identify top talent pools and ensure timely hires. Strategically employs multiple communications platforms to engage diverse applicants and candidates. Regularly reinforces the importance of brand consistency with recruiters.  |               |                  |                 |            |
| Partners with university leaders to develop recruiting plans, goals and metrics to support talent needs. Manages long-term candidate networking relationships. Develops and implements diversity programs and initiatives supporting hiring goals. Balances internal collaboration and external outreach for sustained productivity and growth.   |               |                  |                 |            |
| Regularly reviews processes and feedback to provide excellent candidate and hiring manager experiences throughout the recruiting lifecycle. Prioritizes continuous improvements and ensures updates and changes are implemented. Stays current with all relevant regulation/policy changes.   |               |                  |                 |            |
| Oversees recruitment plan management and communicates best practices to reach staffing goals. Forecasts future hiring trends and pivots appropriately, based on data, analytics and shifting needs. Tracks applicant interest through onboarding to inform decision making and future planning. Manages resource allocations to maximize hiring results. Evaluates recruiting team performance, identifying staff development and motivational opportunities. |               |                  |                 |            |
| Demonstrates alignment to strategic plans and priorities of the organization and university. Promotes an environment that fosters inclusive relationships and   |               |                  |                 |            |

## JOB ACCOUNTABILITIES

|  | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |        |           |          |     |

## Other Requirements

| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>   | <i>Essential:</i> | <i>Mandated Reporter</i>  |
|--|--|-------------------|---|
|  | 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. |                   | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <i>Campus Security Authority (CSA)</i>   |  |                   | <i>Essential:</i>   |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |                   |   |

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.