



USC University of Southern California

Recruiting Lead Job Description

JOB INFORMATION

Job Code:	117170
Job Title:	Recruiting Lead
FLSA Status:	Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Helps bring top academic and professional talent to the university, working with designated units to acquire an understanding of specific hiring needs. Responsible for utilizing varied external resources and technology to discover and attract active/passive candidates. Proactively builds trusted relationships with human resources partners, stays current with organizational strategies, and maintains context of prioritized hiring needs. Provides a high-touch experience to diverse groups of talent during all aspects of the recruitment process and maintains relationships with candidates. Supervises a team of recruiters and helps drive timely recruitment processes rooted in service excellence. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Psychology	Or
X		Bachelor's degree	Communication	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Psychology	Or
	X	Master's degree	Communication	Or
	X	Master's degree	in related field(s)	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level	
X		5 years	in human resources and talent acquisition, with a proven track record of sourcing, engaging and recruiting top talent.	
	X	7 years	in higher education, recruiting staff, researchers and/or faculty	

Work Experience

Req	Pref	Work Experience	Experience Level
	X	2 years	in a 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

Req	Pref	Functional Skills
X		Demonstrated experience in three or more areas of full-cycle recruiting (e.g., candidate relationship management, predictive analytics, skill gap analysis).
X		Excellent written and oral communication skills, and demonstrated empathy, social, non-verbal and active listening skills.
X		Experience tracking and reporting applicant-to-candidate conversions, interview performances and candidate experience assessments.
X		Demonstrated knowledge of labor markets, recruiting practices, effective social media recruitment tools and marketing resources.
X		Ability to manage a team by providing feedback, assessment, encouragement and support to help them achieve goals and make positive change. Demonstrated understanding of employer branding and outreach engagement.
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	Seven years' experience in higher education, recruiting staff, researchers and/or faculty.
	X	Proven ability to mentor lower-level peers and consider internal HR pipeline and promotion opportunities.
	X	Experience developing and implementing advertising and social media recruitment strategies.
	X	Practiced management experience leading teams through change.
	X	Demonstrated experience developing or refining HR processes for efficiency and maintaining industry standards.
	X	Experience implementing new HR initiatives and supporting those of leadership.
	X	Demonstrated workplace cultural competency to influence positive department cultures by example.
	X	Demonstrated interpersonal skills, with an understanding of how to maintain relationships with potential candidates and outsourcing firms.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Senior Professional in Human Resources - SPHR	and/or other similar certifications
	X	SHRM (Human Resource Certification)	
	X	Certified Compensation Professional - CCP (WorldatWork)	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Utilizes resources to identify desired talent, help implement hiring and recruiting best practices, and make informed decisions. Educates unit leaders and hiring managers on the recruitment process and requirements. Disseminates regular communications to recruiters regarding metrics, hiring successes and upcoming needs. Ensures hiring managers receive appropriate communication about candidates in the pipeline.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Builds consistent, transparent and trusted relationships with HR partners to stay current with unit strategies and the context of prioritized hiring needs. Collaborates with hiring managers and relevant university stakeholders to develop consistent, transparent hiring plans, and to source, evaluate and hire quality talent. Deploys various sourcing methods to build candidate pipelines for varied university teams.				
Maintains the candidate experience as a top priority among others in daily operations, realigning tasks and schedules as necessary. Accommodates different abilities of prospective candidates to ensure inclusive hiring. Drives timely recruitment processes rooted in service excellence. Upholds commitment to confidentiality in all areas. Manages varied talent-related projects supporting retention and morale during change efforts.				
Analyzes and reports on key hiring metrics and optimizes the hiring cycle, which may include changing job descriptions or expectations of the hiring timeline. Pursues passive/active job seekers locally and outside of Los Angeles. Stays current with relevant policy/regulation changes. Troubleshoots candidate roadblocks (e.g., relocation, salary negotiations, multiple offers). Reviews hiring timelines and identifies opportunities to improve efficiency and service delivery.				
Follows recruiting strategies to accomplish onboarding and staffing goals. Ensures consistency and quality of materials communicated. Demonstrates alignment to strategic plans and priorities of the organization and university through words, actions and ideas. Promotes an environment that fosters inclusive relationships and 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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			

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.