



USC University of
Southern California

Recruitment Manager (Decentralized) Job Description

JOB INFORMATION

Job Code:	117164
Job Title:	Recruitment Manager (Decentralized)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	5 Manager

JOB SUMMARY

Manages the daily operations and administrative functions and staff for a school or division involved in the recruitment and processing of new and existing employees. Has responsibility for planning, developing, scheduling and delivery of recruitment ser

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

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	
	X	6 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the daily operations, administrative functions, and staff for recruitment and onboarding services for a school or division. Has responsibility for planning, developing, scheduling and delivery of recruitment services for unit. Contributes to the				
Manages recruitment staff, as assigned. Recommends organizational structure, reporting relationships and staffing needs based on recruitment goals. Recruits, screens, hires and trains staff. Assigns and schedules work volume and deadlines. Communicate				
Represents unit to candidates and campus contacts. Manages recruitment services such as recruitment market research, sourcing support, screening services, resume building, etc. Oversees screening and referral of resumes and candidates to hiring managers				
Develops, manages, implements and evaluates recruitment policies and procedures in collaboration with director. Provides information and interpretation of recruitment policies and procedures. Resolves problems referred by department staff.				
Participates in planning, developing and implementing recruitment strategies. Remains current on and assesses recruitment market conditions and labor market trends for mission critical positions. Makes recommendations regarding recruitment strategies fo				
Monitors and reviews recruiter's work for quality, accuracy and timeliness. Provides technical guidance and assists in problem resolution. Ensures adherence to internal operating policies and procedures and external guidelines and regulations.				
Trains staff in unit operating procedures. Ensures procedure and policies are documented and updated as changes occur. Communicates changes to staff.				
Develops and manages budgets and recommends or makes budgetary and resource allocations. Provides historical data and projections in developing program/department budgets. Tracks and reconciles budget activity for projects, sourcing and/or on-boarding. P				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for securit				

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/			No

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.