



USC University of
Southern California

Talent Acquisition Analyst Job Description

JOB INFORMATION

Job Code:	117179
Job Title:	Talent Acquisition Analyst
FLSA Status:	Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Supports the talent acquisition team by running reports and leveraging data analytics across the recruiting cycle to inform recruiting strategies and identify process improvement opportunities. Leverages insights to tailor recruiting strategies to assigned units. Maintains strong day-to-day recruiting performance by completing regular audits of requisitions. Supports the recruiting lifecycle and drives data-driven decision making as needed.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

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		Experience in human resources, talent acquisition, and data and analytics.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated expertise in end-to-end talent acquisition (e.g., sourcing, screening, selecting, hiring, onboarding for candidates).
X		Ability to intake data and cascade of information from data to drive important decision-making discussion, reporting and presenting findings to stakeholders of various levels.
X		Experience drawing insights and trends from data and leveraging data to inform decision making.
X		Ability to own and generate talent acquisition metrics, process documentation, and data dictionaries.
X		Ability to translate meaning, identify issues and make process improvement recommendations.
X		Ability to collect, aggregate, and clean data from a variety of resources at scale.
X		Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions.
X		Utilizes creativity to present solutions to challenges.
X		Ability to understand and work with large, complex systems.
X		Excellent written and oral communication skills, able to exercise discretion with confidential information.
X		Expertise with Microsoft Office.
	X	Experience in higher education.
	X	Experience prioritizing client needs and addressing feedback to improve TA process.
	X	Proven experience leveraging talent acquisition data to improve the process end to end.
	X	Ability to use sound judgment in making decisions with minimal supervision.
	X	Utilizes data to appropriately identify top talent issues while also thinking creatively of how to apply scalable solutions.
	X	Strong analytical skills with experience in modeling and reporting (e.g., Excel), with proven ability to design and audit data models and reports independently.
	X	Experience with data visualization tools (e.g., Tableau, Periscope).
	X	Experience gathering information with SQL or similar languages.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Monitors and analyzes talent acquisition metrics (e.g., candidate diversity, time to fill) to make recommendations for talent acquisition process improvements. Produces monthly reports to provide insight into status of positions.				
Conducts data analyses and identifies recruiting trends to enable recruiting teams to make data-driven decisions for assigned units. Uses data to identify urgency and type of hires for a unit (e.g., volume hire, high-priority role) to inform planning of tailored recruiting strategies. Keeps managers informed and updated with data-driven information and accurate work outputs.				
Maintains open communication with talent acquisition team. Understands stakeholder data needs and provides analytics and reports to better enable recruiting processes. Works closely with internal stakeholders to leverage talent acquisition data to enable better recruiting practices and tailored workforce planning for assigned unit(s).				
Actively seeks opportunities to continuously improve talent acquisition lifecycle (e.g., technology, processes). Maintains currency with leading practices, technologies, and trends in data analytics and talent acquisition. Adapts programs, projects, initiatives, activities, and behaviors in response to feedback and data.				
Escalates roadblocks or issues to appropriate colleagues. Recommends long-term strategies to improve and diversify the university's overall talent pool based on data analyses. Ensures team practices good requisition management, auditing open requisitions and working with recruiters to close requisitions in a timely manner once positions are filled.				
Champions the university's culture and values throughout the acquisition experience. Innovates and evolves talent acquisition experience activities in alignment with HR and university strategy. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.