



**USC** University of  
Southern California

## Talent Acquisition Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	117161
<i>Job Title:</i>	Talent Acquisition Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Supports the talent acquisition team in attracting diverse groups of top talent to the university. Responsible for varied external-facing activities (e.g., daily content creation and distribution, logistics coordination) driving engagement with potential applicants and bolstering the university's reputation as an employer. Enriches the university's talent pipeline and supports ongoing process improvement efforts. 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		
	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)	

#### 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	3 years	talent acquisition, human resources and/or higher education	

#### 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 working in an office or department support role and with data entry/reporting.
X		Excellent written and oral communication skills to present information clearly and concisely to varied audiences.
X		Proven interpersonal skills, able to work independently and proactively as well as with teams.
X		Familiarity with Microsoft Office.
X		Ability to interpret and apply all relevant policies, procedures and regulations.
X		Excellent organizational skills, especially relating to event coordination.
X		Ability to exercise discretion with confidential information.
	X	Experience coordinating recruitment/training programs and events.
	X	Working knowledge of effective social media recruitment tools.
	X	Experience working with HR applications (e.g., Workday HCM and Applicant Tracking Systems).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supports content development and delivery for the university's employer-branded social media accounts. Coordinates logistics for university participation in national and regional job fairs and other events interacting with potential candidates. Represents the university on varied channels using an engaging tone consistent with university identity.				
Develops communications aligned to talent acquisition strategies and employer-branding guidelines. Showcases university workplace culture and employee value proposition. Maintains internal/external communications to field and resolve questions.				
Promotes university as a top employer, engaging with talent on varied external-facing platforms. Provides timely responses to inquiries and helps connect candidates through appropriate channels. Escalates and routes complex, urgent issues.				
Stays current with social media trends and emerging employer branding and recruitment practices. Gathers key indicators (e.g., engagement levels) to assess the effectiveness of social media strategies, job boards, and other talent acquisition efforts. Incorporates constructive internal/external feedback and into continuous work improvement.				
Supports recruiting strategies set by broader talent acquisition initiatives. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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>
Campus Security Authority (CSA)			Essential:
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>			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.