



# USC University of Southern California

## Recruiter Job Description

### JOB INFORMATION

Job Code:	117169
Job Title:	Recruiter
FLSA Status:	Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides end-to-end recruiting cycle support for a wide range of university functions. Responsible for developing strong relationships with hiring managers and university leaders to recruit top talent. Advocates for candidates to ensure fair and equitable talent management delivery. Develops reports tracking and communicating progress of recruiting efforts. Champions the university's vision, culture and values.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master'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		5 years	
	X	7 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		Five years' experience in human resources, talent acquisition, sourcing and/or recruitment.
X		Proven track record of sourcing, engaging and recruiting top talent.
X		Proven knowledge of labor markets, recruiting practices and effective social media recruitment tools.
X		Ability to work under pressure with tight deadlines and frequent interruptions.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and verbal communications skills, with demonstrated ability to positively interact with candidates, hiring managers, and senior leaders, and understand the needs of all.
X		Ability to exercise discretion with confidential information
X		Exceptional analytical and collaboration skills, able to think strategically and creatively independently and as part of a team.
X		Ability to contribute to concurrent projects, working proactively, prioritizing competing assignments, and effectively managing workloads effectively.
X		Microsoft Office proficiency, and experience with HR software/applications (e.g., Workday) and Applicant Tracking Systems (ATS).
	X	Master's degree in business, psychology, human resources, communications, or another related fields.
	X	Seven years' experience in higher education, recruiting staff, researchers and/or faculty
	X	Relevant professional certifications (e.g., CIPD, CPLP, CPTD, SHRM, SPHR).
	X	Technical recruitment experience.
	X	Excellent interpersonal skills, able to establish strong, positive working relationships and rapport with diverse groups of team members.
	X	Experience championing diversity and inclusion initiatives and strategies (e.g., training, change management).
	X	Ability to learn, interpret, and apply local, state and federal policies and procedures relating to HR and higher education.
	X	Experience championing employer brands.
	X	Ability to independently make sound decisions with minimal supervision.
	X	Fluency in Spanish and/or other languages beyond English.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides full cycle recruiting support for a wide range of university functions (e.g., academic administrative positions). Serves as a talent acquisition consultant to varied hiring managers. Tracks, maintains and reports on recruiting metrics. Frequently and proactively communicates progress on the recruiting lifecycle to recruiting leaders and hiring managers. Demonstrates empathy with candidates and promotes the university brand to recruit top talent.				
Develops strong relationships with hiring managers and senior university leaders to better understand the requirements of open positions and desired candidates. Effectively manages recruiting pipeline based on changing resource needs and organizational and university priorities.				
Advocates for candidates throughout the recruiting process, ensuring a fair and equitable process free from bias. Recommends long-term strategies to improve and diversify the university's overall talent pool. Collects feedback from hiring managers and candidates, and continuously improves the recruiting lifecycle and experience for all customers.				
Seeks out, learns and quickly adopts leading industry best practices in talent acquisition. Urgently completes tasks. Participates in special projects to continuously improve talent acquisition performance and talent management. Reviews and analyzes recruiting effort performance metrics. Advises hiring managers on candidate selections based on objective interactions and experiences with successful hires.				
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.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## 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.