



Executive Director, Talent Acquisition Job Description

JOB INFORMATION

<i>Job Code:</i>	117167
<i>Job Title:</i>	Executive Director, Talent Acquisition
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; Supervises employees and/or student workers.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Leads and oversees the strategy and implementation of all talent acquisition areas (e.g., recruiting, compliance, employment screens), acting as the senior authority. Guides strategic initiatives and provides ongoing updates to leadership. Defines comprehensive talent acquisition strategies, addressing all areas.

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)	
	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.

☐ 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		12 years	in talent acquisition and/or human resources management	
X		6 years	in management roles, leading multiple large TA teams that provide recruiting, sourcing, candidate experience, and employer branding services to a variety of business functions.	
	X	15 years		
	X	8 years	in management, executive and/or leadership roles, with proven ability to inspire all levels of an organization.	

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 leveraging technology to promote innovation, efficiency, and quality of TA activities (e.g., automated reporting, compliance tracking, auditing).
X		Experience providing strategic direction for quick change adoptions in hiring environments, utilizing expertise with job market/hiring trends, recruiting best practices, and early change indicators.
X		Extensive experience sourcing, negotiating, and managing relationships with outside vendors.
X		Demonstrated experience supporting business leaders, able to exercise discretion with confidential information.
X		Proven success driving brand strategies and developing transformative environments for employee growth and learning.
X		Extensive experience designing, establishing, and implementing innovative talent acquisition strategies to attract highly qualified candidates.
X		Proven track record of building and leading successful TA teams, with the ability to apply best practices, policies and federal, state, and local employment laws and regulations.
X		Excellent critical thinking, problem-solving and organizational skills.
X		Ability to develop analytics from multiple data streams, interpret trends and advance persuasive recommendations.
X		Excellent written and oral communication skills, with an exemplary attention to detail and the ability to tailor delivery to various audiences.
X		Excellent interpersonal skills, able to grow, mentor, and challenge teams to do their best work every day in evolving cultures.
X		Familiarity with HR software (e.g., applicant tracking and candidate management systems).
X		Fluent in Microsoft Office.
	X	Experience in human capital consulting and/or HR at large, complex, matrixed organizations.
	X	Demonstrated experience designing talent acquisition strategies and implementing and gathering metrics.
	X	Experience in higher education and/or unionized environments, able to listen and engage positively and successfully with varied internal/external stakeholders.
	X	Experience defining, implementing and tracking comprehensive candidate experience and engagement strategies.
	X	Ability to think resourcefully and proactively drive positive, progressive change.
	X	Reputation for discretion, integrity, judgement, responsiveness and common sense.
	X	Ability to manage multiple priorities, with flexibility and poise.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	SPHR-CA
	X	SHRM (Human Resource Certification)	
	X	Certified Compensation Professional - CCP (WorldatWork)	
			CPC or similar certifications.

Other Job Factors

- May require work and travel on weekends, evenings and/or holidays, based on business necessity.
- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Designs, develops, and implements holistic and innovative talent acquisition strategies tailored to the university's goals and each business unit's unique needs. Leads the development and management of full-cycle recruiting based on internal/external data with operational excellence. Provides guidance to TA unit leaders and teams, creating space for career growth opportunities.				
Aligns daily operations and strategic initiatives to HR/university goals. Partners with team leaders and senior leadership to oversee cross-functional projects (e.g., collaborations with learning and development teams) and initiatives that achieve the short- and long-term goals of attracting top talent to the university. Connects functional workstreams and distills takeaways to inform recruiting and sourcing strategies.				
Keeps TA top of mind and enables effective leadership dialogue through regular operational meetings. Facilitates open lines of communication with leaders to provide updates on strategic work and TA activities. Delivers communications driving employee engagement, including presentations tailored to varied stakeholders.				
Drives external recruiting brand strategies and develops transformative environments for employee growth and learning. Incorporates trends, leading practices and innovative service delivery. Develops metrics and tracking mechanisms to build accountability, measure results, and optimize the impact of hiring efforts through data analytics. Continuously assesses, analyzes, and reviews leading higher education practices and competitor performance to evaluate TA's impact and effectiveness.				
Develops, implements, maintains, and directs policies and protocols for sourcing, hiring, and retaining top talent (e.g., workforce and succession planning), mitigating compliance risks and filling critical roles. Drives continuous improvements to best practices, delivering consistent service excellence and timely responses to regulatory changes.				
Oversees hiring and supports diversity and inclusion efforts, working to minimize bias throughout the recruiting process. Integrates university culture, values and ethics into the full recruiting cycle. 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/			Yes

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.