



USC University of
Southern California

Executive Recruiter Job Description

JOB INFORMATION

<i>Job Code:</i>	117162
<i>Job Title:</i>	Executive Recruiter
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees and/or students performing similar work.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Delivers the highest quality full cycle senior management/executive recruitment services to university hiring managers for schools and/or administrative units. Collaborates with executives, human resources partners, administrators and/or hiring managers at schools and/or administrative units to develop and deliver customized talent acquisition services that attract, identify and hire the best available talent to fill a variety of senior management /executive positions. Provides consultative services to meet the talent acquisition needs in areas such as employer branding, sourcing, assessment, selection, employee onboarding, etc.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
	X	8 years	
	X	10 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
		Directly related senior management/executive level recruitment experience in a university or corporate environment. Excellent communications skills both written and verbal. Demonstrated interpersonal, networking, analytical, and facilitation skills. Ability to network and build relationships with prospects and candidates. Strong

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		knowledge of candidate selection methods and recruiting best practices. Proven track record of success with both clients and candidates at the senior management/executive levels.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Delivers the highest quality full cycle senior management/executive recruitment services to hiring managers for the schools and/or administrative units of the university, as assigned. Meets and partners with executives, human resources partners, and/or hiring managers to obtain a clear view on strategic and financial objectives, requirements and hiring needs for specific senior management/ executive level positions. Collaborates with executives, human resources partners, and/or hiring managers on strategic planning efforts and direction. Gathers all necessary information and other data to be used to effectively fulfill the assignment. Makes recommendations on various approaches to consider for search efforts. Provides and supports creative senior management/executive search solutions. Makes formal presentations, as appropriate.				
Devises and carries out a targeted research strategy. Performs research to find the most suitable high quality professional candidates who closely match the school/administrative unit's requirements, as needed.				
Provides suggestions, direction and guidance to the development of sourcing strategies in partnership with other departmental staff to ensure that all sourcing efforts will cast the widest net possible, attract the highest caliber talent and comply with state and federal regulatory policies.				
Develops a variety of recruitment communications including compelling recruitment advertising announcements, senior management/executive level candidate summaries, recruitment status reports and other communication vehicles for various audiences and the recruitment marketplace.				
Interacts with external recruitment vendors and consortiums for building senior management/executive level talent pools. Has responsibility for identifying and building relationships with talented senior management and executive level professionals in numerous specializations and matching the talents of those professionals with open searches. Determines and understands prospective candidate career aspirations and professional goals and matches them with the needs of the schools/administrative units.				
Identifies and attracts prospective candidates using a variety of channels such as media advertising, networking, etc. Develops comprehensive senior management/executive profiles to advertise positions.				
Conducts in-depth screening of prospective candidates to establish suitability based on information gathered during recruitment intake meeting. Designs and executes valid, reliable and consistent interviewing and selection practices to ensure a fair and equitable recruitment process that delivers the best available candidates for further considerations.				
Submits applications of the highest quality and most suitable senior management/executive talent available in the marketplace to hiring managers for designated positions. Facilitates panel interviews with senior hiring managers/executives to ensure consistent and effective selection practices are being used and provides recruitment expertise to panel in the process of final selection. Schedules candidate interviews, designs panel interview questions, guides applicants through the process, and provides guidance during the interview process with all panel participants.				
Establishes partnerships with hiring managers and other managerial professionals to provide coaching and consultation in areas such as workforce planning, recruitment management, employer branding, selection strategies, onboarding and other talent acquisition relations functions.				
Provides guidance and direction to human resources managers/directors, hiring managers and others in talent acquisition process to ensure compliance with federal, state and local regulations and reporting.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associates as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	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.	No	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.