



Talent Management Sourcing Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	117175
<i>Job Title:</i>	Talent Management Sourcing Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for maintaining robust, diverse pipelines of qualified active/passive job candidates. Mines varied job search engines and career sites to compile talent databases. Engages in resume searches and candidate generation activities. Provides critical support for overall hiring and talent acquisition strategies. 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	

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	
	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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Three years' experience in talent acquisition and/or human resources. Working knowledge of labor markets, recruiting practices and effective social media recruitment tools. Broad understanding of recruiting best practices and sourcing techniques and tools. Exposure to sourcing and building talent pipelines for hard to fill roles. Ability to understand specific role requirements and labor market availability. Excellent interpersonal and written and oral communication skills. Ability to exercise sound judgment in making decisions with minimal supervision and

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		discretion with confidential information. Ability to work independently and proactively, as well as collaborate with teams. Excellent organizational skills, with experience coordinating logistics for events. Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions. Excellent analytical skills and the ability to think strategically and creatively. Familiarity with Microsoft Office.
X		Bachelor's degree in business, psychology, communications, or another related field. Five years' experience in human resources and/or higher education. Experience working with Applicant Tracking Systems (ATS) and human resource information systems (HRIS). Proven experience and skills related to internet searches, cold calling, networking, database mining, referrals and other advanced sourcing techniques. Proven expertise with relevant social media platforms (e.g., LinkedIn). Ability to learn, interpret and apply all state, federal and local regulations and procedures relating to sourcing and HR. Demonstrated emotional intelligence and relationship-building abilities. Experience with diversity and inclusion training, initiatives, or programs.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Expands the universe of talent sources. Adapts sourcing strategies based on unique hiring demands to generate diverse talent pools. Identifies sources, systems, and tools providing access to top talent, and tailors sourcing strategies accordingly. Maintains				
Develops sourcing models and plans to generate technical/non-technical talent pools. Aligns external labor market realities with internal business demands. Provides strategic guidance and become an advisor to business leaders in matters related to technical				
Serves as a reliable, critical partner for recruiters, keeping them informed as they interface with hiring managers and university leaders. Stays abreast of current/future hiring needs. Solicits feedback and insights from recruiters and proactively incorporates				
Adapts varied sourcing strategies and techniques based on nature of role (e.g. short-term vs long-term fulfillment needs). Adjust activities based on changes to HR/talent strategies. Discerns qualified candidates through resume or profile reviews. Ranks candidates				
Demonstrates alignment to strategic plans and priorities of the organization and university. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
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/
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: 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.