



## Director, Talent Acquisition (UHR) Job Description

### JOB INFORMATION

<i>Job Code:</i>	117166
<i>Job Title:</i>	Director, Talent Acquisition (UHR)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students and/or resource employees
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs the development, operation, staff and services of Talent Acquisition. Has responsibility for overseeing the overall university recruitment activities, regulatory compliance and delivery of a wide range of customized talent acquisition services to the university community. Conceptualizes, develops and delivers a variety of recruitment strategies, best practice training opportunities, diversity hiring approaches, sourcing optimization and policy development. Oversees the self-funded Trojan Search executive recruitment operation including business development, contracting and billing and full-cycle recruiting support for high-level faculty and staff positions within the university.

### 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.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	experience in talent acquisition and/or human resources, with four years in a management role.
	X	12 years	experience in talent acquisition, human resources and/or higher education,
	X	6 years	in a management role streamlining collaborative efforts.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Bachelor's degree in business, organizational psychology, HR, leadership/development or related fields.
X		Experience leading large, cross-functional teams.
X		Advanced knowledge of labor markets, recruiting best practices and marketing resources.
X		Experience developing multiple integrated TA strategies for varied business lines.
X		Demonstrated experience building out and continuously improving full-cycle recruiting processes.
X		Ability to drive brand strategy and develop transformative environments for employee growth and learning.
X		Excellent written and oral communication skills, exemplary writing ability, and demonstrated collaboration and presentation skills.
X		Proven success leading a team with demonstrated leadership values and coaching skills.
X		Demonstrated interpersonal skills.
X		Ability to train team members on proven methodologies for sourcing, interviewing, and closing candidates and maintaining relationships.
X		Proven planning and organizational skills, effective time management abilities and a growth mindset.
X		Ability to exercise discretion with confidential information.
X		Demonstrated proficiency with human resource information systems (HRIS), Applicant Tracking Systems (ATS) and Microsoft Office.
	X	Master's degree in business, organizational psychology, HR or related fields.
	X	Senior Professional in Human Resources in California (SPHR-CA) and/or other similar certifications (e.g., SHRM, CCP).
	X	Demonstrated experience in three or more areas of full-cycle recruiting (e.g., candidate relationship management, predictive analytics, skill gap analysis). Experience spearheading talent strategies and frameworks for complex organizations.
	X	Experience in other HR functional areas, streamlining collaborative efforts.
	X	Demonstrated success managing regulatory audits and ensuring compliance for TA functions.
	X	Ability to drive change while maintaining an equitable, consistent work environment.
	X	Experience recruiting executives and/or high-profile professionals and experts in their field.
	X	Ability to mentor and develop talent acquisition teams by outlining goals, objectives and encouraging continuous realignment and training.
	X	Experience negotiating agency contracts and relationships.
	X	Ability to lead strategic initiatives in daily operations, providing guidance and support as necessary.
	X	Demonstrated experience overseeing and directing recruiting events and social recruitment platform engagement.
	X	Experience implementing and recommending best practices for sourcing and advertising open requisitions.
	X	Experience developing plans to automate candidate experience, on-boarding and annual compliance training.
	X	Ability to identify improvement opportunities for candidate-to-job role fitment.
	X	Experience managing the implementation of HR systems and initiatives, providing strategic support to drive organizational change.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Considers varied platforms and opportunities to communicate information to internal/external stakeholders and customers. 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.				
Leads strategic initiatives attracting top talent to the university. Employs high ethical management standards to create and maintain an equitable workplace. Manages internal interactions to provide service and support to direct reports and human resources. Stays current with all relevant regulation/policy changes.				
Defines the various customer groups (e.g., applicants, hiring managers) and customizes services to meet their complex needs. Interacts regularly with internal/external stakeholders to collect feedback and ascertain ways to				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
continually improve services. Creates systems and business processes with stakeholders and customers in mind. Meets targets in concert with deadlines.				
Reviews data/reports to provide guidance and recommendations to stakeholders concerning full-cycle recruitment and any hiring challenges. Escalates talent acquisition issues in a timely manner. Invites colleagues to identify issues and suggest solutions compatible to organizational culture. Directs and contributes to HR initiatives and processes, building consensus while making progress toward change. Guides teams to achieve large goals by breaking down work into achievable tasks and distributing work accordingly and meeting targets in concert with deadlines. Aligns team strengths to the right tasks to deliver high quality services effectively and consistently. Regularly provides feedback to improve performance and support individual career growth.				
Disseminates strategies to the talent acquisition team and discusses key elements and individual contributions. Help establish programming and short-term goals to achieve long-term objectives. Analyzes current and anticipated conditions and limitations that may affect ability to achieve strategic mission. Reassigns staff responsibilities as needed to avoid challenges or roadblocks to success.				

## 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>			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.