



JOB INFORMATION

Job Code:	117176
Job Title:	Talent Acquisition Specialist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Implements strategic recruitment initiatives. Supports the entire recruitment process for executive, professional, and specialty roles, from initial outreach to hiring and pre-boarding. Ensures an exceptional candidate experience. Works closely with department colleagues, internal teams, and centers of expertise.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
X		Excellent communication and interpersonal skills; ability to influence and collaborate with a diverse range of stakeholders.
X		Exceptional organizational skills; ability to manage multiple projects and priorities simultaneously.
X		Proven success in driving strategic recruitment initiatives.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong understanding of recruitment processes, industry trends, and competitive landscape.
	X	Directly related experience within higher education.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certification in Talent Acquisition or related field (e.g., SHRM-CP, PHR, CDR).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Partners with internal teams, campus partners, and centers of expertise. Works closely with department leadership and partners to align recruitment efforts with the university's strategic goals and staffing needs. Mentors new team members on recruitment processes and best practices.				
Manages all candidate communications (e.g., promptly addresses concerns). Guides candidates through the selection process. Builds and maintains robust relationships with potential candidates. Coordinates and facilitates interviews. Promotes the university's employer brand within the talent market (e.g., emphasizing values, culture and strategic vision). Assists in developing and leading talent acquisition assistant training programs (e.g., executive recruitment standards, preboarding processes). Conducts personalized and engaging campus tours for executive candidates.				
Develops and manages comprehensive assessment processes to evaluate competencies and cultural alignment (e.g., interview questions, evaluation rubrics, multi-tiered executive interview panels).				
Assists in creating and implementing strategic recruitment plans tailored to meet organizational objectives and goals. Ensures all recruitment activities comply with legal and regulatory requirements. Continuously evaluates and refines recruitment processes to improve efficiency and effectiveness. Works closely with HR and hiring managers to ensure a smooth, tailored, and individualized onboarding process for executive new hires.				
Acts as primary support point of contact for executive candidates during interview process. Coordinates and facilitates executive panel interviews and campus visits (e.g., candidate presentations, formal meals, meetings with leadership). Ensures seamless logistics and well-prepared participants.				
Leads and participates in special projects (e.g., talent acquisition, enhancing candidate experience). Advocates for and implements DEI initiatives within recruitment process.				
Compiles, analyzes, and interprets recruitment data to generate detailed reports, providing insights and recommendations to improve the talent acquisition process. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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/			

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.