



**USC** University of  
Southern California

## Recruiting Coordinator Job Description

### JOB INFORMATION

Job Code:	117168
Job Title:	Recruiting Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Recruiting/Talent Acquisition
Job Family Group:	Human Resources
Management Level:	8 Individual Contributor
Recruiting Coordinator	

### JOB SUMMARY

Performs accurate and timely tracking and reporting throughout the recruiting lifecycle. Manages transactional activities (e.g., Workday transactions). Provides welcoming and personal experiences for candidates and seamless transitions from interviews and next steps. Helps pinpoint process gaps and streamline existing processes. Champions the university's vision, culture and values.

### 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	in human resources and/or higher education.

#### 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		Experience in talent acquisition.
X		Excellent interpersonal and written and oral communication skills.
X		Experience working in an office or department support role, performing data entry/reporting.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work independently and proactively, as well as collaborate with teams.
X		Excellent organizational skills, with experience coordinating logistics for events.
X		Ability to provide support as needed on projects and exercise discretion with confidential information.
X		Familiarity with Microsoft Office.
	X	Bachelor's degree in business, psychology, communications, or another related field.
	X	Experience working with Applicant Tracking Systems (ATS) and human resource information systems (HRIS).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs talent acquisition transactions throughout recruiting lifecycle (e.g., managing applicant and candidate information in Workday, triggering background checks and onboarding activities for new hires). Maintains responsive lines of communication with recruiters and hiring managers to resolve outstanding questions or issues.				
Triggers key communications and tasks for candidates and hiring managers accordingly. Runs reports to extract important data as requested by talent acquisition and hiring teams. Supports recruiting strategies set by broader talent initiatives.				
Provides responsive support to the recruiting team by processing transactions in a timely manner and maintaining high-quality data. Escalates and routes urgent issues and requests through appropriate channels.				
Proposes automations for manual tasks to increase consistencies and efficiencies. Solicits constructive feedback and insights from hiring managers, recruiters and the broader team. Proactively incorporates suggestions for continuous work improvements. Stays current with recruiting best practices and technology (e.g., Workday modules).				
Demonstrates alignment to strategic plans and priorities of the organization and university. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
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: <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.