



USC University of
Southern California

Senior Recruiter Job Description

JOB INFORMATION

<i>Job Code:</i>	117172
<i>Job Title:</i>	Senior Recruiter
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor
Senior Recruiter	

JOB SUMMARY

Provides full lifecycle recruiting support, developing relationships with leaders and managers to source specialized top talent. Leverages recruiting metrics and insights to improve the efficiency and quality of the recruiting process. Provides guidance and makes recommendations to junior team members in orders to better meet the needs of the units they support.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Business Analytics	Or
X		Bachelor's degree	Business Economics	Or
X		Bachelor's degree	Psychology	Or
X		Bachelor's degree	Human Resources	Or
X		Bachelor's degree	Communication	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Psychology	Or
	X	Master's degree	Human Resources	Or
	X	Master's degree	Communication	Or
	X	Master's degree	in related field(s)	

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		7 years	in HR, talent acquisition, sourcing and recruiting.	
	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

Req	Pref	Functional Skills
X		Demonstrated ability to source and qualify mid-level to executive level roles.
X		Experience in specialized and/or technical recruiting.
X		Advance knowledge of labor markets, recruiting practices and effective social media recruitment tools.
X		Exceptional interpersonal skills with the ability to positively interact with candidates, hiring managers, and senior leadership.
X		Ability to learn, interpret, and apply a wide variety of state, federal and local policies and procedures relating to talent acquisition and university.
X		Excellent analytical and problem-solving skills and the ability to think strategically and creatively.
X		Team-oriented self-starter with the ability to work independently and proactively.
X		Proven ability to manage workload effectively, prioritizing competing assignments with tight deadlines and frequent interruptions.
X		Excellent written and oral communication skills and the ability to exercise discretion with confidential information.
X		Proficiency with Microsoft Office.
X		Experience working with HR software (e.g., Workday HCM, Applicant Tracking Systems).
	X	Ability to proactively network and establish effective working relationships, continually seeking new sourcing options.
	X	Experience creating strategies for difficult-to-recruit jobs, screening senior level candidates and providing consultative advice to senior talent leaders and hiring managers.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		CIPD
	X		CPLP
	X		CPTD
	X	SHRM (Human Resource Certification)	SHRM-CP and/or SHRM-SCP
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads and implements full lifecycle recruiting services (e.g., resume review, phone screening, interview coordination) and provides direction and guidance to talent staff. Manages recruiting priorities and sets reasonable expectations and timelines for candidates and hiring managers to fill roles. Communicates progress on the recruiting lifecycle to hiring managers and provides customer service and support for position candidates as required.				
Collaborates with hiring managers and senior leadership to understand and address immediate and long-term talent needs and identify specific requirements for open positions and desired candidates. Serves as talent acquisition consultant to senior talent leaders and hiring managers and advises hiring managers on candidate selection.				
Creates and implements long-term strategic recruiting plans to improve and enhance the university's overall talent pool. Leads and successfully implements special projects to continuously improve the performance of talent acquisition and talent management.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Tracks, maintains and reports on recruiting metrics (e.g., candidate data, time to hire). Collects feedback from hiring managers and candidates and analyzes metrics to identify lessons learned and continuously improve the recruiting experience for all involved stakeholders.				
Researches and adopts leading practices, staying up to date with in-demand positions and nuances of recruiting technical, specialized, and/or senior roles. 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

<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: 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.