UNIVERSITY OF SOUTHERN CALIFORNIA

Recruitment Manager (Centralized)

Job Code: 117163

Grade: K
OT Eligible: No
Comp Approval: 10/29/2013

JOB SUMMARY:
Manages the daily operations and administrative functions and staff of Talent Management recruitment programs involved in the recruitment and processing of new and existing employees. Has responsibility for planning, developing, scheduling and delivery of recruitment services university-wide such as recruitment market research, sourcing support, advertising, screening services, resume building, etc. Develops talent acquisition projects and/or programs. Conducts full cycle searches for director and executive level positions within the university. Coordinates and participates in executive level selection panels. Contributes to the design of recruitment program content, policies and strategic planning efforts.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages the daily operations, administrative functions, and staff of Talent Management’s recruitment programs. Has responsibility for planning, developing, scheduling and delivery of recruitment services university-wide. Contributes to the design of recruitment program content. Assists in planning and developing recruitment goals, objectives, services, and action plans for implementing same. Researches and identifies trends and needs and develops recruitment services and direction accordingly. Assesses quality of recruitment services and makes recommendations regarding modification of existing services. Ensures services and operations are linked with other relevant departments on campus.

Manages recruitment staff, as assigned. Recommends organizational structure, reporting relationships and staffing needs based on recruitment goals. Recruits, screens, hires and trains staff. Assigns and schedules work volume and deadlines. Communicates unit priorities for recruitment functions. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines, and/or terminates employees as needed.

Represents Talent Management to candidates and campus contacts. Manages recruitment services such as recruitment market research, sourcing support, screening services, resume building, etc. Conducts full cycle searches for director and executive level positions within the university. Develops comprehensive director and executive job profiles to advertise positions. Interacts with external recruitment vendors and consortiums for building executive and director level talent pools. Oversees screening and referral of resumes and candidates to hiring managers. Coordinates and participates in executive selection panels.

Develops, manages, implements and evaluates recruitment policies and procedures in collaboration with director. Provides information and interpretation of recruitment policies and procedures. Resolves problems referred by department staff.

Participates in planning, developing and implementing recruitment strategies. Remains current on and assesses recruitment market conditions and labor market trends for mission critical positions. Makes recommendations regarding recruitment strategies for critical positions based on market conditions and trends.
Plans and executes marketing and promotional plans to expand the use of recruitment programs. Develops and implements talent acquisition projects and/or programs with university-wide scope such as fee for service, recruitment advertising, metrics, recruitment training, etc. Ensures projects and/or programs meet quality and time standards. Identifies best practices for talent acquisition processes and projects.

Monitors and reviews recruiter’s work for quality, accuracy and timeliness. Provides technical guidance and assists in problem resolution. Ensures adherence to internal operating policies and procedures and external guidelines and regulations.

Trains staff in unit operating procedures. Ensures procedure and policies are documented and updated as changes occur. Communicates changes to staff.

Enhances the decentralized recruiting process on campus by providing consultation, support and resources on total talent strategies such as workforce planning, talent acquisition, selection strategies, on-boarding etc. Identifies best practices for talent acquisition processes and projects.

Develops and manages budgets and recommends or makes budgetary and resource allocations. Provides historical data and projections in developing program/department budgets. Tracks and reconciles budget activity for projects, sourcing and/or on-boarding. Provides financial status reports as requested.

Negotiates and acquires vendor contracts for recruitment resources. Assesses vendor performance and makes recommendations to management regarding continued use of service.

Serves as a resource for other university offices and staff requesting information exchange or assistance. Interacts with external contacts, e.g., vendors, consultants and external administrators to provide and obtain information and resolve operational problems.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes 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.
**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 years

**Minimum Field of Expertise:**
- Directly related recruitment experience. Thorough knowledge of recruitment services, employment laws, practices and principles to be able to supervise staff and operations.

**Preferred Experience:**
- 6 years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Administrative
Professional/Paraprofessional

SIGNATURES:

Employee: ________________________________ Date: _____________________________

Supervisor: ______________________________ Date: _____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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