**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Talent Acquisition Specialist**

**Job Code: 117161**

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<th>OT Eligible:</th>
<th>Yes</th>
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<td>Comp Approval:</td>
<td>5/9/2016</td>
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**JOB SUMMARY:**

Determines requirements for positions and proactively utilizes multiple strategies to recruit diverse, well-qualified candidates from a variety of sources. Writes and edits job announcements. Manages the selection process and provides counsel and expertise in all areas of recruitment and staffing. Promotes the University at a variety of recruitment functions and evaluates the level of success and/or participation.

**JOB ACCOUNTABILITIES:**

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- Determines position requirements by studying job descriptions and job qualifications. Reviews department needs and develops a recruitment plan that clearly defines and commits to service and performance criteria.

- Proactively utilizes multiple strategies including sourcing online databases and social media sites, job boards, contact lists, networking, optimizing use of employee referrals, and attending industry events to recruit diverse, well-qualified candidates from a variety of sources. Writes and edits job announcements for differing media.

- Manages the selection process to include interviewing, assessing, screening, and recommending candidates to fill the staffing needs within the defined service and performance criteria.

- Establishes, cultivates, and maintains ongoing relationships with hiring managers in order to provide a high level of customer service. Develops and maintains a strong rapport with key leaders in the department. Attends departmental staff and other meetings as requested to acquire substantial knowledge about the department's business objectives, goals, operations and work culture. Influences strategic staffing decisions such as succession planning, training, and career.

- Advises hiring managers regarding orientation, benefits, compensation, and payroll. Provides basic benefits information to hiring managers and candidates. Trains departmental hiring managers on recruitment processes and interviewing techniques. Provides counsel and expertise in all areas of recruitment and staffing (e.g., which search firms to use, most suitable advertising methods and media, etc.).

- Promotes the University at a variety of recruitment functions such as job fairs, university and college career days, and career events targeted for special populations. Collects and analyzes data on level of successful recruitment at each event. Evaluates future attendance and participation and takes appropriate action.

- 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:  
- 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:
- 2 years

Minimum Field of Expertise:
- Directly related recruitment experience. Knowledge of recruitment services, University hiring policies and procedures, and applicable laws and regulations.

Preferred Education:
- Bachelor's degree

Preferred Experience:
- 4 years

Preferred Field of Expertise:
- Thorough knowledge of recruitment services and employment laws, practices and principles. Familiarity with the hiring needs and practices of a major research University.

Skills: Administrative:
- Arrange travel
- Communicate with others to gather information
- Compose letters
- Counseling
- Create visual displays/presentations
- Customer service
- Gather data
- Input data
- Interpersonal skills
- Maintain records
- Presentation slide creation (e.g., Keynote, PowerPoint)
- Prioritize different tasks
- Research information
- Schedule appointments
- Understand and apply policies and procedures
- Use computerized spreadsheets

Skills: Other:
Skills:  Machine/Equipment:

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises:  Level:

May oversee student, temporary and/or casual workers.

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.

The University of Southern California is an Equal Opportunity Employer