**UNIVERSITY OF SOUTHERN CALIFORNIA**

Executive Recruiter

Job Code: 117162

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**Grade:** 00  
**OT Eligible:** No  
**Comp Approval:** 5/12/2015

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**JOB SUMMARY:**

Delivers the highest quality full cycle senior management/executive recruitment services to university hiring managers for schools and administrative units. Collaborates with executives, human resources partners, administrators and/or hiring managers at university schools and administrative units to develop and deliver customized talent acquisition services that attract, identify and hire the best available talent to fill a variety of senior management/executive positions. Provides consultative services to meet the university Talent Acquisition needs in areas such as employer branding, sourcing, assessment, selection, employee onboarding, etc.

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**JOB ACCOUNTABILITIES:**

**E/M/NA**  **% TIME**

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Delivers the highest quality full cycle senior management/executive recruitment services to hiring managers throughout the schools and administrative units of the university, as assigned. Meets and partners with executives, human resources partners, and/or hiring managers to obtain a clear view on strategic and financial objectives, requirements and hiring needs for specific senior management/executive level positions. Collaborates with executives, human resources partners, and/or hiring managers on strategic planning efforts and direction. Gathers all necessary information and other data to be used to effectively fulfill the assignment. Makes recommendations on various approaches to consider for search efforts. Provides and supports creative senior management/executive search solutions. Makes formal presentations, as appropriate.

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Devises and carries out a targeted research strategy. Performs research to find the most suitable high quality professional candidates who closely match the school/administrative unit's requirements, as needed.

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Provides suggestions, direction and guidance to the development of sourcing strategies in partnership with the Talent Acquisition Sourcing Specialist to ensure that all sourcing efforts will cast the widest net possible, attract the highest caliber talent and comply with state and federal regulatory policies.

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Develops a variety of recruitment communications including compelling recruitment advertising announcements, senior management/executive level candidate summaries, recruitment status reports and other communication vehicles for various audiences throughout the university and the recruitment marketplace.

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Interacts with external recruitment vendors and consortiums for building senior management/executive level talent pools. Has responsibility for identifying and building relationships with talented senior management and executive level professionals in numerous specializations and matching the talents of those professionals with open searches. Determines and understands prospective candidate career aspirations and professional goals and matches them with the needs of the schools/administrative units.

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Identifies and attracts prospective candidates using a variety of channels such as media advertising, networking, etc. Develops comprehensive senior management/executive profiles to advertise positions.
Conducts in-depth screening of prospective candidates to establish suitability based on information gathered during recruitment intake meeting. Designs and executes valid, reliable and consistent interviewing and selection practices to ensure a fair and equitable recruitment process that delivers the best available candidates for further considerations.

Submits applications of the highest quality and most suitable senior management/executive talent available in the marketplace to hiring managers for designated positions. Facilitates panel interviews with senior hiring managers/executives to ensure consistent and effective selection practices are being used and provides recruitment expertise to panel in the process of final selection. Schedules candidate interviews, designs panel interview questions, guides applicants through the process, and provides guidance during the interview process with all panel participants.

Establishes partnerships with university hiring managers and other university managerial professionals to provide coaching and consultation in areas such as workforce planning, recruitment management, employer branding, selection strategies, onboarding and other talent acquisition relations functions.

Provides guidance and direction to human resources managers/directors, hiring managers and others in talent acquisition process to ensure compliance with federal, state and local regulations and reporting.

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

4 years

Minimum Field of Expertise:

Directly related senior management/executive level recruitment experience in a university or corporate environment. Excellent communications skills both written and verbal. Demonstrated interpersonal, networking, analytical, and facilitation skills. Ability to network and build relationships with prospects and candidates. Strong knowledge of candidate selection methods and recruiting best practices. Proven track record of success with both clients and candidates at the senior management/executive levels.
Preferred Education:

  Master's degree

Preferred Experience:

  5 years

Skills: Other:

  Active listening
  Analysis
  Assessment/evaluation
  Communication -- written and oral skills
  Conceptualization and design
  Customer service
  Facilitation
  Human resource process and employment knowledge
  Interpersonal skills
  Interpretation of policies/analyses/trends/etc.
  Interviewing
  Knowledge of applicable laws/policies/principles/etc.
  Networking
  Organization
  Planning
  Problem identification and resolution
  Project management
  Research
  Scheduling

Skills: Machine/Equipment:

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

Supervises: Level:

  May oversee student, temporary and/or resource 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.

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