UNIVERSITY OF SOUTHERN CALIFORNIA
Recruitment Manager (Decentralized)
Job Code: 117164

Grade: 00
OT Eligible: No
Comp Approval: 7/3/2014

JOB SUMMARY:
Manages the daily operations and administrative functions and staff for a school or division involved in the recruitment and processing of new and existing employees. Has responsibility for planning, developing, scheduling and delivery of recruitment services for unit-wide such as recruitment market research, sourcing support, advertising, screening services, resume building, etc. Develops talent acquisition projects and/or programs for the school or division. Conducts full-cycle searches for positions within the school or division. Coordinates and participates in selection panels. Contributes to the design of recruitment program content, policies and strategic planning efforts. Collaborates with hiring manager and Human Resources Partner in the determination of an appropriate job classification and commensurate compensation.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages the daily operations, administrative functions, and staff for recruitment and onboarding services for a school or division. Has responsibility for planning, developing, scheduling and delivery of recruitment services for unit. Contributes to the design of recruitment program content. Has responsibility for planning, developing, scheduling and delivery of full-cycle recruiting function unit-wide. 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 unit to candidates and campus contacts. Manages recruitment services such as recruitment market research, sourcing support, screening services, resume building, etc. Oversees screening and referral of resumes and candidates to hiring managers. Coordinates and participates in 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.
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.

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.

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
- [x] 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)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Personal computer
  Photocopier

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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