UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Talent Acquisition

Job Code: 117166

Grade: 00
OT Eligible: No
Comp Approval: 2/10/2015

JOB SUMMARY:

Directs the development, operation, staff and services of Talent Acquisition. Has responsibility for overseeing the delivery of a wide range of customized talent acquisition services to the university community. Conceptualizes, develops and delivers a variety of recruitment strategies, best practice training opportunities, diversity hiring approaches, sourcing optimization and policy development. Oversees the self-funded Trojan Search executive recruitment operation including business development, contracting and billing and full-cycle recruiting support for high-level faculty and staff positions within the university.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Develops and executes effective and innovative recruiting strategies and departmental direction for delivering top quality talent and meeting hiring plans in a timely and consistent fashion. Creates and executes recruitment strategies for high-level, hard to fill and mission critical hires. Researches and identifies industry trends in order to establish program direction. Develops a comprehensive departmental strategic plan and objectives, marketing plans, sales and performance goals management systems, and other activities related to the management of Trojan Search operation.

Directs the delivery of recruitment services for the Trojan Search operation. Establishes and communicates available services to university community. Identifies and develops relationships within the university community in order to promote, market and sell recruitment services. Determines how to effectively market fee-based services to internal clients. Negotiates recruitment fees in special circumstances with high-level university clients.

Assesses and evaluates the quality of Talent Acquisition operations. Makes modifications to program services to maintain or enhance the operation. Ensures continuous quality improvement management utilizing processes that include consideration of all stakeholders. Fosters an environment that focuses on processes and outcomes.

Directly or indirectly manages all staff assigned to Talent Acquisition department, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-term staffing needs based on department goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.

Has responsibility for holding management staff accountable for achieving plans and performance targets. Develops staff to ensure continued growth and to provide competencies the department needs to support its long-term goals and success. Works with staff to identify and resolve the most complex issues and problems impacting recruitment operations.

Oversees, manages and administers recruiting capital and operating budgets. Creates, tracks and manages departmental budget with full profit and loss.
accountability including sales projections, expense tracking and management and quarterly reconciliation with department business officers. Builds and manages sales projections closely to ensure viability of self-funded operation. Makes major budgetary and resource allocation decisions. Provides financial status reports for management as requested.

Creates and drives institutional diversity recruitment strategies that are tracked by university for EEO reporting requirements and other federal recruitment mandates (e.g., Veteran hiring).

Researches, selects and manages contracts with major vendor partners to support recruitment of talent for the university after the review and final approval from the supervisor.

Defines, monitors, tracks, analyzes and evaluates talent acquisition metrics. Develops practical tracking and reporting methods to monitor and improve performance. Completes analytical reports and qualitative assessment data to continuously evaluate how effectively and efficiently workforce needs are being addressed. Makes recommendations to improve talent acquisition services based on metrics and other pertinent information.

Networks and benchmarks both within the university and with outside industry to recognize and report new sourcing and recruitment opportunities. Identifies best practices and integrates into system-wide strategies/programs. Develops, implements and conveys centralized staffing best practices and policies.

Provides a standardized sourcing and recruitment infrastructure for legal and contractual agreements, marketing/advertising, educational and employment opportunities, tracking applicants, documenting the recruitment/hiring process and reporting and communicating results.

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:** [ ] 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:**
7 years

Minimum Field of Expertise:
Degree in Business, Marketing, Human Resources, Organizational Development or a directly related field. Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills. Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing an effective program. Knowledge of management principles, budgeting, finance and applicable laws and regulations.

Preferred Education:
Master's degree

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

Skills: Machine/Equipment:
Calculator
Computer network (Airline CRS)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Manages through subordinate supervisors.

**Supervises: Nature of Work:**

- Administrative
- Clerical/Secretarial
- 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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