UNIVERSITY OF SOUTHERN CALIFORNIA
Talent Management Sourcing Specialist
Job Code: 117175

Grade: 00
OT Eligible: No
Comp Approval: 7/31/2014

JOB SUMMARY:
Researches, assesses, selects and documents pools of top quality management and executive candidates for university positions. Engages and identifies passive and active potential candidates by promoting careers at the university through a variety of recruitment resources and tools such as online databases and job boards, contact lists, social media, candidate profiling and internet mining. Designs recruiting strategies and identifies staffing and organization needs for client groups. Plans, identifies, determines, defines and executes detailed and comprehensive sourcing strategy to identify qualified candidates. Conducts research and utilizes analytics, statistics, metrics and trends to evaluate the effectiveness of recruiting/sourcing programs. Makes recommendations to management to improve effectiveness of recruiting/sourcing programs and related services.

JOB ACCOUNTABILITIES:

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Researches, assesses, selects and documents pools of top quality management and executive candidates for university positions. Engages and identifies passive and active potential candidates by promoting careers at the university through a variety of recruitment resources and tools such as online databases and job boards, contact lists, social media, candidate profiling and internet mining. Establishes new sources, develops long-term relationships with vendors, researches vendor partners and maintains vendor relationships. Prescreens candidates and encourages qualified candidates to apply.

Researches and explores new ideas to create innovative sourcing strategies. Designs recruiting strategies and identifies staffing and organization needs. Consults with client groups to determine organizational needs.

Plans, identifies, determines, defines and executes detailed and comprehensive sourcing strategy to identify qualified candidates for director level and above positions. Collaborates with recruiter to verify use of internet and job boards, etc.

Recommends various types of advertising, promotional ads, usage of travel reimbursement for candidate interviews, recruitment/sourcing costs, etc.

Conducts research and utilizes analytics, statistics, metrics and trends to evaluate the effectiveness of recruiting/sourcing programs. Makes recommendations to management to improve effectiveness of recruiting/sourcing programs and related services.

Performs gap analyses, monitors productivity of various sourcing channels, generates proposals and recommends organizational and talent management solutions for client groups.

Develops and implements internal policies and procedures for the sourcing operation program.

Works with human resource managers and/or hiring managers to ensure development and maintenance of high quality talent pipelines for client groups.

Assists in full-cycle recruiting processes for client groups, ensuring appropriate
sourcing and selection of qualified candidates for employment.

Designs and implements assessment tools to select best candidates. Evaluates applicant qualifications utilizing skills assessment techniques. Submits most qualified candidates to Senior Talent Management Specialist.

Plans and conducts training sessions for staff regarding the sourcing of candidates. Identifies and determines appropriate training needs and content for staff. Demonstrates sourcing techniques and usage of sourcing resources and tools.

Develops relationships with schools and departments and other entities to create an ongoing availability of qualified candidates. Establishes and maintains a network/pool of top talent for key roles.

Maintains currency with, understands and ensures compliance with all university and school/division policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Stays current with sourcing trends in order to create sourcing best practices. 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 sourcing experience and/or recruitment activities experience. Knowledge of recruiting practices and skills assessment techniques. Proficient in electronic and traditional prospecting and networking skills, especially via online social networks. Demonstrated excellent interpersonal, oral and written communication skills.

Preferred Education:

Bachelor's degree

Preferred Experience:

3 years

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Research
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:

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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