

UNIVERSITY OF SOUTHERN CALIFORNIA

Coordinator, Talent Acquisition

Job Code: 117161

OT Eligible: Yes

Comp Approval: 8/14/2020

JOB SUMMARY:

Supports the talent acquisition team in attracting diverse groups of top talent to the university. Responsible for varied external-facing activities (e.g., daily content creation and distribution, logistics coordination) driving engagement with potential applicants and bolstering the university's reputation as an employer. Enriches the university's talent pipeline and supports ongoing process improvement efforts. Champions the university's vision, culture and values.

JOB ACCOUNTABILITIES:

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

_____	_____	Supports content development and delivery for the university's employer-branded social media accounts. Coordinates logistics for university participation in national and regional job fairs and other events interacting with potential candidates. Represents the university on varied channels using an engaging tone consistent with university identity.
_____	_____	Develops communications aligned to talent acquisition strategies and employer-branding guidelines. Showcases university workplace culture and employee value proposition. Maintains internal/external communications to field and resolve questions.
_____	_____	Promotes university as a top employer, engaging with talent on varied external-facing platforms. Provides timely responses to inquiries and helps connect candidates through appropriate channels. Escalates and routes complex, urgent issues.
_____	_____	Stays current with social media trends and emerging employer branding and recruitment practices. Gathers key indicators (e.g., engagement levels) to assess the effectiveness of social media strategies, job boards, and other talent acquisition efforts. Incorporates constructive internal/external feedback and into continuous work improvement.
_____	_____	Supports recruiting strategies set by broader talent acquisition initiatives. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.
		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 Field of Expertise:

Experience working in an office or department support role and with data entry/reporting. Excellent written and oral communication skills to present information clearly and concisely to varied audiences. Proven interpersonal skills, able to work independently and proactively as well as with teams. Familiarity with Microsoft Office. Ability to interpret and apply all relevant policies, procedures and regulations. Excellent organizational skills, especially relating to event coordination. Ability to exercise discretion with confidential information.

Preferred Education:

Bachelor's degree

Preferred Experience:

3 years

Preferred Field of Expertise:

Bachelor's degree in business, psychology, communications or related fields. Three years' experience in talent acquisition, human resources and/or higher education. Experience coordinating recruitment/training programs and events. Working knowledge of effective social media recruitment tools. Experience working with HR applications (e.g., Workday HCM and Applicant Tracking Systems).

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

Comments:

Required to work evenings, weekends, and holidays as necessary. May require limited travel.

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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