

UNIVERSITY OF SOUTHERN CALIFORNIA

Analyst, Talent Acquisition

Job Code: 117179

OT Eligible: No

Comp Approval: 10/1/2021

JOB SUMMARY:

Supports the talent acquisition team by running reports and leveraging data analytics across the recruiting cycle to inform recruiting strategies and identify process improvement opportunities. Leverages insights to tailor recruiting strategies to assigned units. Maintains strong day-to-day recruiting performance by completing regular audits of requisitions. Supports the recruiting lifecycle and drives data-driven decision making as needed.

JOB ACCOUNTABILITIES:

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

_____	_____	Monitors and analyzes talent acquisition metrics (e.g., candidate diversity, time to fill) to make recommendations for talent acquisition process improvements. Produces monthly reports to provide insight into status of positions.
_____	_____	Conducts data analyses and identifies recruiting trends to enable recruiting teams to make data-driven decisions for assigned units. Uses data to identify urgency and type of hires for a unit (e.g., volume hire, high-priority role) to inform planning of tailored recruiting strategies. Keeps managers informed and updated with data-driven information and accurate work outputs.
_____	_____	Maintains open communication with talent acquisition team. Understands stakeholder data needs and provides analytics and reports to better enable recruiting processes. Works closely with internal stakeholders to leverage talent acquisition data to enable better recruiting practices and tailored workforce planning for assigned unit(s).
_____	_____	Actively seeks opportunities to continuously improve talent acquisition lifecycle (e.g., technology, processes). Maintains currency with leading practices, technologies, and trends in data analytics and talent acquisition. Adapts programs, projects, initiatives, activities, and behaviors in response to feedback and data.
_____	_____	Escalates roadblocks or issues to appropriate colleagues. Recommends long-term strategies to improve and diversify the university's overall talent pool based on data analyses. Ensures team practices good requisition management, auditing open requisitions and working with recruiters to close requisitions in a timely manner once positions are filled.
_____	_____	Champions the university's culture and values throughout the acquisition experience. Innovates and evolves talent acquisition experience activities in alignment with HR and university strategy. Promote 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 Experience:

3 years

Minimum Field of Expertise:

Experience in human resources, talent acquisition, and data and analytics. Demonstrated expertise in end-to-end talent acquisition (e.g., sourcing, screening, selecting, hiring, onboarding for candidates). Ability to intake data and cascade of information from data to drive important decision-making discussion, reporting and presenting findings to stakeholders of various levels. Experience drawing insights and trends from data and leveraging data to inform decision making. Ability to own and generate TA assessments. Ability to translate meaning, identify issues and make process improvement recommendations. Ability to collect, aggregate, and clean data from a variety of resources at scale. Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions. Utilizes creativity to present solutions to challenges. Ability to understand and work with large, complex systems. Excellent written and oral communication skills, able to exercise discretion with confidential information. Expertise with Microsoft Office.

Preferred Education:

Bachelor's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Bachelor’s degree in business, finance, or another related field. Experience in higher education. Experience prioritizing client needs and addressing feedback to improve TA process. Proven experience leveraging talent acquisition data to improve the process end to end. Ability to use sound judgment in making decisions with minimal supervision. Utilizes data to appropriately identify top talent issues while also thinking creatively of how to apply scalable solutions. Strong analytical skills with experience in modeling and reporting (e.g., Excel), with proven ability to design and audit data models and reports independently. Experience with data visualization tools (e.g., Tableau, Periscope). Experience gathering information with SQL or similar languages.

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.

The University of Southern California is an Equal Opportunity Employer