

Harvard University DOD SkillBridge Program
Associate Talent Acquisition Consultant Job Description

Job Title:

Associate Talent Acquisition Consultant

Job Summary:

Harvard University is one of Massachusetts' premier employers. Our roles are as diverse as we are: we work in classrooms and labs, dining halls and operations centers, in front of students and behind help desks. We work full-time and part-time, on campus or from our homes (and sometimes a mix of both), inside and outside. And together, we make Harvard's mission of excellence possible. We're a welcoming, inclusive community made stronger by our diversity of unique backgrounds, perspectives, and experiences. We believe that learning, development, and personal growth never stop, and that nothing is more important than your wellbeing. And together, we're dedicated to making a difference in the world today and to developing creative solutions for a better tomorrow.

Harvard's Talent Acquisition and Outreach Team provides talent acquisition services to various client groups, and partners with leaders, managers, employees, and teams to attract, develop and retain talent. Throughout the duration of this internship, and with guidance and direction from an experienced Harvard Talent Acquisition manager/mentor, the Associate Talent Acquisition Consultant will perform activities associated with the recruitment and employment of new employees for a designated school/unit. Active training, coaching, mentoring, and management will be a staple throughout the internship as well, as will continuous opportunities for feedback and assessment to ensure success.

Core Duties:

- Learn about and understand the talent acquisition process at Harvard University, including applicable employment laws, regulations, and internal Harvard policies
- Review resumes, interview candidates, administer appropriate assessments and reference/background checks
- Manage current candidate activity in the applicant tracking system; follow up with candidates and hiring managers to obtain feedback regarding recruitment process
- Communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements)
- In partnership with hiring manager(s) and HR consultants, develop recruiting plans
- Assist with developing and implementing diversity recruiting initiatives to support affirmative action hiring goals
- Develop and implement advertising and social media recruitment strategies
- Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce
- Participate in both Harvard-led and self-directed professional development opportunities
- May collaborate and assist with planning, organizing, and implementing outreach efforts (college recruitment, diversity recruitment etc.), as well as participate in and represent the University at recruiting events
- May perform other related duties as assigned

Preferred Qualifications and Skills:

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Strong detail orientation and organizational skills; ability to remain organized amidst multiple competing priorities
- General eagerness and curiosity to learn

Working Conditions:

- The work format for this position is hybrid, with some work performed on-site in Cambridge, MA and some performed remotely
- On-site work is performed in an office setting

Program Eligibility Requirements:

To participate in Harvard's DOD SkillBridge internship program, you must meet the minimum eligibility requirements as listed on the [DOD SkillBridge FAQ website](#). In addition to these requirements, you must also commit to:

- Participation in the entire 120-day Harvard SkillBridge internship duration
- A hybrid work format, with some work performed on-site in Cambridge, MA and some performed remotely