

## Human Resources Job Function

### HR Recruiter II

Grade: 56

Job Code: H0956P

Job Family: HR Recruitment

Job Family Matrix: [HR Recruitment Matrix](#)

#### Summary

Independently perform activities associated with the recruitment and employment of new employees for a designated school/unit.

#### Core Duties

- Review resumes, interview candidates, administer appropriate assessment and reference/background checking
- Manage current candidate activity in the applicant tracking system; follow up with candidates and hiring managers to obtain feedback regarding recruitment process
- In partnership with hiring manager(s) and HR consultants, develop short-term non-exempt and exempt recruiting plans and long-range workforce and employment objectives
- Assist with developing and implementing diversity and community recruiting initiatives in support of affirmative action hiring goals
- Develop and implement advertising and social media recruitment strategies
- May make hiring and salary recommendations and negotiate offers, after consultation with HR Generalists
- May communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements)
- May analyze and use recruiting data to improve employee recruitment
- May collaborate and assist with planning, organizing, and implementing outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events
- May review and classify positions for both salary grade and FLSA status
- May conduct executive level searches
- May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.
- 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

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite
- Working knowledge of labor markets, recruiting practices and effective social media recruitment tools

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting