

Human Resources Job Function

HR Recruiter III

Grade: 57

Job Code: H0957P

Job Family: HR Recruitment

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

Summary

Independently responsible for providing comprehensive recruitment and employment services for a designated school/unit to ensure staffing goals are met.

Core Duties

- Develop recruiting plans, identify sourcing strategies, interview candidates, administer appropriate assessment and reference/background checking
- Partner with and advise hiring manager(s) and HR consultants to determine staffing needs; educate and train on recruitment and employment practices
- Follow up with candidates and hiring managers to obtain feedback regarding recruiting process
- Analyze and use recruiting data to improve employee recruitment
- Develop and implement 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 plan, organize, and implement 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 5 years' relevant work experience

Additional Qualifications and Skills

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

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting