

Human Resources Job Function

HR Recruiter IV

Grade: 58

Job Code: H0958P

Job Family: HR Recruitment

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

Summary

Responsible for the full cycle of the staff recruitment process including candidate sourcing, interviewing, and outreach, to enhance the ability of the school/unit to attract and recruit candidates.

Core Duties

- Develop and execute sourcing strategies that identify top tier talent pools in an effort to ensure timely hires and manage long-term candidate networking relationships
- Partner with clients to provide expertise in initiating, implementing, and evaluating recruiting practices
- Review and streamline all recruiting processes and practices
- Analyze and use recruiting data to improve employee recruitment
- Conduct executive level searches
- Negotiate offers and communicate important employment information to candidates; follow up with candidates and hiring managers to obtain feedback regarding recruitment
- Develop and implement diversity programs and initiatives that support hiring goals and EEO compliance
- Develop and implement advertising and social media recruitment strategy
- Plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events
- May Function as subject matter expert or project lead
- May review and classify positions for both salary grade and FLSA status
- 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 7 years' relevant work experience

Additional Qualifications and Skills

- Master's degree in relevant field
- 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