

## Human Resources Job Function

### HR Recruitment V

Grade: 59

Job Code: H0959P

Job Family: HR Recruitment

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

#### Summary

Provide guidance and lead a wide range of duties related to candidate sourcing, interviewing and outreach to enhance the ability of the school/unit to attract recruit candidates

#### Core Duties

- Lead the planning, design, development, and implementation of sourcing strategies that identify top tier talent pools in an effort to ensure timely hires and manage long-term candidate networking relationships
- Evaluate recruiting process; diagnose issues, seek efficiencies, and lead resolutions for improvements
- Act as a subject matter expert; employ advanced sourcing techniques and assist with the development and implementation of recruiting processes and practices
- Develop, analyze, present specialized and ad hoc reports and metrics to assist with setting the strategic direction
- Lead executive level searches
- Negotiate offers and communicate important employment information to candidates; follow up with candidates and hiring managers to obtain feedback regarding recruitment
- Lead the development and implementation of diversity programs and initiatives that support hiring goals and EEO compliance
- 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 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 8 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 marketing resources

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting