Human Resources Job Function

HR Recruitment Mgt III
Grade: 57
Job Code: H0957M
Job Family: HR Recruitment
Job Family Matrix: [HR Recruitment Matrix](#)

Summary
Manage operational recruiting activities for a unit/school including candidate sourcing, programming, training and consulting.

Core Duties
- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Evaluate recruitment procedures and systems; recommend improvements
- Manage recruiting plans and sourcing strategies to meet staffing needs; screen, interview and assess candidates
- Collaborate with hiring managers to determine staffing needs; educate and train on recruitment and employment practices
- Manage diversity and community recruiting initiatives in support of affirmative action hiring goals
- Manage outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events
- Manage advertising and social media recruitment strategies
- May make hiring and salary recommendations and negotiate offers, in consultation with HR Generalists
- 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
- Supervisory experience
- 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