

Human Resources Job Function

HR Recruitment Mgt IV

Grade: 58

Job Code: H0958M

Job Family: HR Recruitment

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

Summary

Manage the full cycle of talent acquisition services for a school or department to enhance the ability to attract and recruit candidates.

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
- Establish and monitor recruiting processes and practices; recommend cost effective solutions that enhance service quality
- Develop sourcing strategies and provide consultative services to meet recruitment needs; lead searches and manage long-term candidate networking relationships
- Collaborate with hiring managers on recruiting practices and processes; develop and provide trainings on employment related topics
- Analyze recruiting data to identify short falls and implement improvements
- Manage diversity and community outreach initiatives and recruiting; responsible for diversity recruitment strategy and for EEO and affirmative action compliance and reporting
- Establish and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment
- 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
- Supervisory 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