

Human Resources Job Function

HR Recruitment Mgt V

Grade: 59

Job Code: H0959M

Job Family: HR Recruitment

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

Summary

Lead talent acquisition services for a school or department. Oversee all activities including recruitment, advising, reporting and marketing to support staffing needs.

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
- Design, develop and monitor effective recruiting processes and practices; develop and implement cost effective solutions that enhance service quality
- Oversee and implement sourcing strategies that identify top tier talent in an effort to ensure timely hires; lead executive searches and manage long-term candidate networking relationships
- Advise hiring managers in initiating, implementing, and evaluating recruiting practices and processes
- Lead the analysis of recruiting data to identify and address gaps and to leverage opportunities
- Lead diversity and community outreach initiatives; responsible for developing diversity recruitment strategy and for EEO and affirmative action compliance and reporting
- Design, develop 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 8 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