

Human Resources Job Function

HR Recruitment Mgt VI

Grade: 60

Job Code: H0960M

Job Family: HR Recruitment

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

Summary

Direct talent acquisition services to support current and future staffing needs. Responsible for the strategic oversight and execution of recruitment marketing for the University.

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 implement short- and long-range organizational goals, objectives, strategic plans, policies, operating procedures and budgeting
- Determine and communicate recruitment policies, standards and compliance expectations
- Oversee University's applicant tracking system (ASPIRE) to ensure data integrity, accurate reporting, and system optimization
- Evaluate recruiting strategies, tactics, metrics, and processes in order to continually improve recruiting processes
- Develop and steward senior internal and external relationships; represent the university to external constituencies
- Lead the development and implementation of employment marketing approaches and innovative programs for recruiting diverse talent
- Develop effective approaches to increase the career mobility of current employees
- Negotiate with and manage the University's key recruitment vendor relationships
- 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

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor markets, recruiting practices and marketing resources
- Effectively able to build and maintain relationships and lead others through change

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting