### Recruitment Job Family

<table>
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<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
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</table>
| 56    | Recruiter I     | Bachelor’s degree, 3+ years of progressive human resources experience | 1. Participates in developing recruiting strategies for a variety of roles  
2. Assists in recruitment strategy areas of high demand  
3. Determines staffing needs in conjunction with department contacts  
4. Writes job descriptions, identifies and pursues recruiting avenues including college career services, career fairs, print media and on-line resources  
5. Reviews resumes and/or writing samples, screens candidates, advises department contacts on hiring and salaries, checks references and coordinates the interview process  
6. Manages new hire sign on, answers benefits questions and distributes packets and conducts orientation  
7. Performs exit interviews  
8. Collaborates and plans specific community outreach programs  
9. Performs employment related projects, as needed  
10. Serves on University wide committees  
11. Hosts new hire orientation and facilitate other training sessions, as needed.  
12. Conducts targeted recruitment for entry- to mid-level searches across the University  
13. Organizes and plans Harvard’s college relations programs, resulting in hiring critical undergraduate and graduate talent to the University  
14. Designs and delivers targeted Internet recruitment strategies and resources | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides recruitment services to a school/unit | RECEIVED:  
Under General Direction:  
Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within assigned duties. Complex assignments are usually reviewed upon completion.  
GIVEN:  
Individual Contributor:  
Works independently or as part of a team to achieve results. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = $exempt, $N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion