
MIT Job Description

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| Job Title: Recruiter 1 | Position Title: Diversity Sourcing Specialist |
| Reports to: Senior Recruiter | % Effort: 100% |
| Department: MIT Sloan Human Resources | Grade 7 |

Position Overview:

Share a common purpose with uncommon people. MIT Sloan is where individual imaginations come together, committed to the values that lead to great discoveries, creative solutions, and fulfilling work. Here, you'll do more than join something – you'll add something. The role of Talent Acquisition Partner/Sourcing Specialist is designed to partner with the Sloan HR team and hiring managers to accelerate the recruitment of top talent to MIT Sloan; create pipelines of candidates with varied backgrounds, experiences, and skills; and facilitate an excellent candidate experience.

The position will offer a flexible work schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions**):

Sourcing/Talent identification 70%

- Develop and implement creative recruitment strategies to increase representation in candidate pipelines
- Proactively source active and passive talent, with a focus on underrepresented talent, for positions at all levels across MIT Sloan
- Identify and utilize effective sourcing techniques, including social media, referrals, networking, and partnerships with community and professional organizations
- Use technology, direct sourcing, and creative, non-traditional techniques to locate, engage and attract candidates

Relationship Management 20%

- Serves as an advocate for candidates and ensures a positive candidate experience
- Conduct candidate prescreening and/or interviews and make recommendations to hiring managers
- Build strong relationships with MIT Sloan stakeholders, including hiring managers, search committees, and the Sloan DEI office
- Represent and/or coordinate attendance for networking events, career fairs, conferences, and leadership events
- Coordinate with Institute partners, including employee resources groups and Central HR

Reporting/Financial/Administrative 10%

- Analyze recruiting data to measure outcomes of diversity recruitment strategy and to drive future programming and strategies, including developing related budgets

Other duties as assigned or required.

Supervision Received:

Reports to Senior Recruiter for MIT Sloan School of Management and works independently to problem solve.

Supervision Exercised: This is an individual contributor position.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree and 3 years of related experience or 5+ years directly related experience in recruiting, sourcing, and/or candidate research. Dedicated sourcing and/or search firm experience a plus.
- Proven experience with passive candidate generation, including using social networking tools for recruitment e.g., LinkedIn, Twitter, and Instagram.
- Demonstrated success managing projects from beginning to end
- Demonstrated ability to prioritize and work effectively in a fast-paced environment which is continually striving to improve results
- Effective communication (written and verbal), organizational, relationship building, and collaboration skills.
- Experience with customer relationship management tools and/or Applicant Tracking Systems
- Knowledge of DEI principles required, familiarity with EEO guidelines preferred

Competencies: Contribute; Collaborate; Engage

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*