Title: Director, Talent Acquisition and Compliance

Pay Scale Group: 21

Essential Function
Under general supervision from the Sr. Associate Vice President, Human Resources responsible for all activities related to the creation and sustainability of talent acquisition solutions at the University of Cincinnati. Also, responsible for developing, administering and monitoring the University's compliance strategies, and developing strategic relationships (internal and external) with key university leaders, managers, community leaders and other stakeholders to realize the University's vision for equal opportunity and inclusion. Provide leadership and strategic planning to the Office of Talent Acquisition and Compliance.

Characteristic Duties

• Oversee affirmative action planning and implementation; oversee investigation reports of harassment and discrimination, based on protected class status.

• Develop and implement effective talent acquisition solutions to meet the University of Cincinnati requirements in order to attract and retain highly qualified individuals.

• Direct responsibility for leading senior level recruiting searches and diversity initiatives for recruiting activities for the University.

• Insure University compliance with all applicable federal and state laws relating to compliance, including but not limited to: ADA, Veterans Affairs, Title VII and ORC 4412.

• Serve as the University Title IX and ADA coordinator.

• Establish and utilize recruiting metrics to evaluate recruiting performance. Utilize recruiting metrics to continuously improve recruiting initiatives and to strategically use the applicant tracking system. Provide benchmarking and best practices to support hiring goals of business unit.

• Serve as the functional expert on employment by building strong relationships with the various departments and hiring managers, ensuring ability to influence, guide and drive next generation recruitment process.

• Evaluate the effectiveness of current assessment tools used for selection-proposing enhancements to existing tools and or recommendations of new tools.

• Provide consultation to Senior Management at the University in all Equal Employment Opportunity (EEO) related matters.

• Provides strategic consultation to units initiating academic and hiring processes.

• Manage recruiters and drive behaviors through goal setting and people alignment to measure performance.

• Ensure strategic use of applicant tracking system.

• Effectively manage external search partners as needed.
• Ensure the development, management and utilization of applicable reports.

• Supervise exempt and non-exempt staff.

• Perform related duties based on departmental need.

**Minimum Qualifications**

• Master’s degree with five (5) years experience; -OR- Bachelor’s degree with seven (7) years experience. Degree must be in Human Resources, Public Administration, Business Administration or related field. Experience must be in Talent Acquisition, Human Resources, Equal Employment Opportunity, or related field and include at least three (3) years of leadership.

*New: August 2013*