Title: Manager Talent Acquisition

Pay Scale Group: 19-1

Essential Function:

Under general supervision from a designated administrator, is responsible for driving all facets performance metrics for the centralized recruiting model of the organization. This position plays a critical role in ensuring the university is hiring the best possible talent, and utilizes a variety of means such as developing local and national recruiting plans, employing traditional sourcing strategies as well as developing new, creative recruiting ideas.

Characteristic Duties

Develops and executes strategic recruiting plans that insure a qualified and diverse group of candidates;

Drives recruiting key performance indicators;

Conducts executive searches for the university as appropriate;

Promotes diversity throughout the university, by establishing goals that are aligned with the university’s diversity plan;

Maintains recruiting budget;

Networks through industry contacts, association memberships, trade groups and employees; uses social and professional networking sites to identify and source candidates;

Works with hiring managers and HR Business Partners to identify critical organizational needs;

Updates job knowledge by participating in education opportunities; reading professional publications; maintaining personal networks; actively participating in professional organizations;

Approves recruiting and job posting advertisements in newspaper, with professional organizations, and in other position-appropriate venues;

Improves organizational attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and total rewards;

Collaborates with others to manage new-hire onboarding, ensuring an engaging and effective experience;

Provides direct supervision to exempt and non-exempt staff;

Performs related duties based on departmental need.
Minimum Qualifications

Bachelor’s degree with five (5) years of recruiting experience; -OR- Associate’s degree with seven (7) years of experience. Experience includes 1 - 2 years of direct supervisory experience and experience in process and policy development.