

# Staff Recruiting Specialist

<b>Working Title:</b>	Staff Recruiting Specialist
<b>Job Family:</b>	Human Resources
<b>Proposed Classification Title:</b>	Program Coordinator I/II
<b>Proposed Pay Grade:</b>	P33/P35
<b>Job Category</b>	Professional & Scientific

## **Minimum Qualifications:**

**Program Coordinator I (P33)** - Bachelor's degree and 2 years of related experience; OR a Master's degree; OR a combination of education and/or related experience totaling 6 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

**Program Coordinator II (P35)** – Bachelor's degree and 4 years of related experience; OR a Master's degree and 2 years of related experience; OR a combination of education and/or related experience totaling 8 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

## **Summary – Staff Recruiting Specialist:**

Provides direct recruiting support for managers in delivering recruiting services using a working knowledge of all applicable policies and procedures. Responsible for working with hiring managers and HR Partners to develop viable recruiting strategies, manage requisitions, source and attract candidates, and facilitate the hiring process in conjunction with the HR team for the unit. Maintains a thorough understanding of jobs and associated requirements across the university. Fields questions on recruiting related practices and strategies, escalating to the appropriate Senior HR Partner as needed. Provides Workday expertise and process support; leveraging system in order to complete all necessary business processes.

## **Sample Duties:**

- Provides frontline recruiting guidance and customer service support for relevant units as it relates to Merit and P&S jobs, including creating and managing requisitions, managing candidate pools, reviewing candidates to evaluate qualifications against position requirements, sourcing passive candidates, ensuring a quality candidate experience, and facilitating the hiring process.
- Communicates with hiring managers to identify needs and provides expertise on applicable recruiting strategies.
- Develops recruitment goals and objectives in partnership with hiring managers and HR Partners.
- Collaborates with University Human Resources Talent Acquisition team to implement University advertising, marketing, and branding strategies.
- Proactively and effectively communicates with Senior HR Partner regarding trends, developments and changes related to recruiting within relevant units.

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- Builds talent networks internally and externally to the university to find qualified active and passive candidates.
- Maintains working knowledge of all applicable HR policies and procedures.
- Escalates complex HR issues to Senior HR Partner.
- Facilitates HR business processes in Workday by reviewing and approving manager-initiated processes or initiating processes on behalf of the manager.
- Ensures process compliance with applicable rules, regulations, and policies.

## Preferred Qualifications:

- Recruiting experience with a wide variety of positions.
- Experience with various selection and interview processes such as phone interviews and reference checks.
- Experience developing strong applicant pools.
- Demonstrated ability to collaborate with other business and/or functional areas.
- Comprehensive understanding of local, state, and federal employment laws.
- Demonstrated ability to maintain confidentiality.
- Experience working with applicant tracking systems (Workday, iCims, Taleo, etc.)
- Experience recruiting on all social media outlets and/or utilizing search engine optimization
- PHR, SPHR, or applicable recruiting certification.

## Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organizational Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.