



Job Title	Director, Talent Acquisition	Job Code	HR1118
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Talent Acquisition

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive university workforce for both current and prospective employees through compliant programs and policies.

Human Resource Talent Acquisition Professionals oversee recruitment, selection, and placement of employees. Conduct applicant screenings. Develop, implement, and maintain recruitment and other employment and sourcing programs and policies for the campus. Provide advice and counsel to campus on employment practices, recruitment processes, and competitive hiring practices.

Job Summary

Oversees the talent acquisition function. Responsible for planning, developing, and administering talent acquisition strategies on the behalf of the university, overseeing daily operations, managing various talent acquisition-related projects, and supporting faculty recruitment efforts. Ensures compliance throughout the talent acquisition process.

Representative Duties

1. Leadership

- Oversees the day-to-day operations of the talent acquisition function within human resources
- Collaborates with appropriate stakeholders to administer an effective talent acquisition program
- Develops the acquisition and hiring processes for all A&P and USPS positions
- Advises university leadership, managers, and supervisors on the hiring process and resolves concerns related to the process
- Communicates priorities, issues, and resolutions to human resources leadership
- Assigns projects and tasks to team members and ensures they are completed accurately and on time

2. Recruitment

- Manages the daily operation of the applicant tracking software system; communicates issues to the vendor and coordinates applicant tracking software upgrades
- Provides technical assistance and training to hiring managers and supervisors on the applicant tracking system
- Manages job postings, posting advertisements
- Participates in community job fairs
- Oversees the administration of employment exams
- Oversees the background investigation process for all new hires in all employment classifications and reviews escalated background check results
- Meets with applicants and employees to review qualification decisions and concerns relating to non-selection

3. Compliance

- Interprets federal, state, and university laws, rules, and regulations
- Recommends new and revised policies and procedures as needed to ensure university compliance

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.