



<b>Job Title</b>	Manager, Talent Acquisition	<b>Job Code</b>	HR1119
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Human Resources	<b>Union Code</b>	0
		<b>Subfamily</b>	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**

Assists the Director of Talent Acquisition in the daily operations of the department.

**Representative Duties**

**1. Leadership**

- Manages the day-to-day operations of the talent acquisition function within human resources
- Completes projects and delegates tasks to team members ensuring they are completed accurately and on time
- Partners with hiring officials and serves as liaison to support an effective talent acquisition program
- Assists in maintaining vacancy and hiring action metrics

**2. Recruitment**

- Coordinates the recruitment and hiring processes for all A&P and USPS positions
- Manages job postings and advertisements
- Provides technical assistance and training to hiring managers and supervisors on the applicant tracking system
- Coordinates marketing activities including participation in job fairs, developing and executing social media campaigns, collaborating with hiring officials, and developing cost-effective advertising strategies
- Advises and resolves concerns regarding job postings, hiring proposals, and candidate evaluation
- Reviews education and employment verifications
- Reviews escalated background check results

**3. Compliance**

- Monitors and ensures consistent application of UCF's policies and procedures
- Interprets federal, state, and university laws, rules, and regulations
- Recommends new and revised policies and procedures as needed to ensure university compliance

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
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.**