



Job Title	Talent Acquisition Consultant I, II, III	Job Code	HR1113, HR1116, R1117
Pay Plan	A&P	Pay Grade	15, 16, 17
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

Responsible for partnering with hiring managers and leadership to develop and implement talent acquisition strategies. Ensures a comprehensive and efficient hiring process through developing and facilitating talent acquisition training materials and workshops, participating in marketing initiatives, and providing ongoing support with internal people management systems.

Representative Duties

1. Recruitment

- Advises hiring managers on all aspects of the hiring process
- Resolves matters pertaining to job postings and hiring proposals within departments
- Sources job ads through secondary channels
- Coordinates offer with hiring officials to initiate the offer and hiring process
- Assists in processing position vacancy announcements and job advertisements
- Reviews EEO selection/non-selection rationale on candidates
- Verifies selected candidates' qualifications, including education and employment, based on position requirements

2. Training and Support

- Advises and trains users on the internal recruiting systems and provides technical support as needed
- Monitors consistent application of policies and procedures governing employment and appointments
- Develops and facilitates training materials and workshops to train appropriate university personnel on recruiting systems, processes, and policies
- Ensures universal understanding of the university hiring process
- Maintains internal talent acquisition systems, logs, and recruitment activity

3. Marketing Initiatives

- Coordinates marketing activities including but not limited to; participating in job fairs, compilation of advertising materials, and developing cost-effective marketing strategies
- Evaluates effectiveness of advertising dollars expended
- Assists with local and national recruitment advertisements

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		PHR/SPHR, SHRM-CP/SHRM-SCP
Work Experience		
See Level Addendum below		
Additional Requirements		
Physical/Environmental Demands		
Standard office environment with no unique physical demands		
Level Addendum		
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>		
Level I		
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area 		
Level II		
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices 		
Level III		
<ul style="list-style-type: none"> • 4+ years of relevant work experience • Managing projects / processes, working independently with limited supervision • Coaching and reviewing the work of lower level professionals • Problems faced are difficult and sometimes complex 		

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.