



Human Resources

Job Title: <i>RECRUITING & TALENT MANAGER</i>	FLSA Classification: <input checked="" type="checkbox"/> Exempt Nonexempt
Reports to: Human Resources Director	Location: Doyle Hall
Department: Human Resources	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

Plan, develop, and execute innovative talent management and recruiting strategies for SEU and driving results that support the attraction, development, and retention of a highly talented and diverse workforce. This individual will serve as the University recruiter, managing the talent acquisition process by conducting intake and resource planning discussions, crafting position profiles and job descriptions, cultivating high-touch relationships with prospective candidates, and directing the interview process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the University's recruiting, talent management and onboarding process. Produce, update and disseminate job descriptions in collaboration with the hiring manager, ensure recruitment processes and approvals are followed, provides training to hiring managers, prepares job postings, place ads and prepares recruiting materials for consistent and widespread dissemination.
- Provide specific, practical, and actionable tools and resources (i.e. dashboards, templates, etc.) to help advance D&I conversations.
- Creates advertisements, position profiles and postings that are attractive to potential candidates. Maintains and updates the University's recruitment web presence on University and other recruitment websites.
- Diversify talent pipelines and to collaborate with external industry partners as necessary to strengthen the talent pool.
- Sources candidates through online job boards, social media and other techniques to reduce the lag time to fill vacant positions. Looks for cost efficient ways to market the University. Leads the development of targeted outreach strategies for diversity recruitment.
- Assist in leading, developing and delivering programs, initiatives, and services to advance diversity and inclusion within the organization, and monitor effectiveness of an inclusive culture and diverse workforce.
- Manage diversity related learning experiences including customized programs, working with the learning and development to integrate and adapt diversity principles and priorities into leadership curriculum.
- Provide directions and consultative support to search committees and hiring managers to ensure hiring process is compliant with policy, legal regulations, and best hiring practices. Coordinates the University's new hire orientation. Partners with others on the HR team to ensure a smooth onboarding process.
- Consults with HR leaders to develop, integrate and translate analytics-driven D&I strategies into functional and regional people and culture strategies that support and enable business objectives.
- Regularly provides statistical and anecdotal information to the HR Director, Executive Officers, and other constituencies, as needed. Prepare a variety of required government reports, assuring timely and accurate regulatory compliance.

- Conduct regular benchmarking internal and externally and recommend strategies relevant for our core businesses; connecting with the appropriate external partners to enhance our community presence.
- Provide on-going reporting in partnership with HRIS and other university data intelligence departments to measure the effectiveness of diversity and inclusion practices and impact on business results.
- Implements and monitors upkeep for the University's recruitment software.
- Other duties as assigned.

QUALIFICATIONS

Bachelor's degree in business, personnel administration, or other appropriate discipline and holds a PHR/SPHR or SHRM-CP/SCP certification. Has a minimum of five years of experience in of successful full life cycle recruiting within a Talent Acquisition team strongly desired. Experience in a strategic recruiting role with an emphasis on diversity and inclusion and employment services. Possesses demonstrable track record of delivering against recruiting targets. Knowledge and credibility with diversity concepts and programs (i.e. community outreach, corporate programs, learning initiatives, external trends, global application of D&I concepts) Fluency in web-based recruiting tools, including social media and job boards, and applicant tracking systems. Proven experience in recruiting high-quality candidates at all levels with a focus on sustained pipeline development and sourcing passive candidates. Deep knowledge of HR processes, diversity and inclusion practices, HR legal compliance and the use of social media to support talent acquisition. Excellent project planning, time management, communication, decision-making, presentation, organization, and interpersonal skills. Outside the box thinker fostering creative D&I recruitment ideas.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening and weekends to meet the needs of the department.

PHYSICAL REQUIREMENTS

To perform this job successfully, an individual must be physically able to perform each essential duty satisfactorily. The expectations listed below are representative of the skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: Direct supervision from the Human Resources Director.

SUPERVISION EXERCISED: None.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Knowledge of general University, Federal, State and local laws and regulations affecting HR and Payroll.

- Cultivates and maintains consultative relationships with internal and external partners and subject matter experts, collaborating with hiring managers, leadership and associated support staff to ensure understanding of current and future recruiting needs. Develops and implements proactive customer service and communication strategies, providing for open dialog, delivering timely and relevant search-related information and updates. Able to quickly build strong working relationships and networks in order to build talent pipelines both inside and outside of the organization.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to type, compose and edit correspondence and advertisements, memos, letters, agendas and reports; revise schedules, forms, reports, records, and other information; prepare statistical information for use in reports.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engages in personal and campus well-being.
- Carry out all responsibilities and objectives in a professional manner.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>