

JOB INFORMATION

Job Code	EB82
Job Description Title	Spec, Talent Acquisition Student & Temp Empl
Pay Grade	HR09
Range Minimum	\$52,560
33rd %	\$64,830
Range Midpoint	\$70,960
67th %	\$77,090
Range Maximum	\$89,350
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/12/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Plans and implements talent acquisition functions that will enhance the recruitment of student and temporary employment talent pools. Performs daily operations and services that support effective and efficient student and temporary employment recruitment university-wide.

RESPONSIBILITIES

- Develops a pool of qualified student and temporary candidates both proactively and in response to posted requisitions. Reviews applicants to evaluate if they meet the position requirements. Conducts pre-screening interviews to assess applicants' relevant experience, knowledge, skills, and abilities.
- Posts and advertises student and temporary position openings on job sites and via social media, as well as other areas beneficial to finding qualified pools. Seeks candidates with the right combination of experience, education, and skills to fill frequently needed positions and specific departmental staffing needs. Participates in outreach opportunities such as community networking events and career fairs.
- Acts as a point of contact for candidates and hiring managers. Builds and cultivates relationships with candidates and hiring managers. Recommends candidates to hiring managers in efforts to fill vacant student and temporary employment requisitions. Assists applicants with application status questions, as well as any technical issues throughout application completion.
- Administers the hiring process for student and temporary candidates through an electronic applicant tracking system (ATS). Reviews and processes background checks appropriate for each hire; confirms offer letter completion; ensures accuracy of all submitted hiring information; finalizes hires; and initiates the onboarding process applicable for the individual hire, ensuring compliance with state and federal guidelines, as well as university policy.
- Coordinates onboarding documentation for temporary candidates. Completes, verifies, and maintains the I-9 and E-Verify processes, ensuring legal and university policy compliance. Coordinates with the university's Tax Compliance office for work authorization and legal dates of employment for foreign national candidates, to include re-verifications.
- Responsible for overseeing the Graduate Student hiring process: Reviews Graduate Assistantship postings for university and FLSA compliance. Communicates with student applicants throughout the background check process, ensuring completion in a timely manner, as well as resolving discrepancies. Acts as university point-of-contact for questions relating to the graduate hiring processes. Collaborates with the Graduate School on any issues that may arise during the process which warrant further discussion.
- Develops and implements special projects and initiatives designed to enhance and support the effective and efficient talent acquisition operations of the Student and Temporary Employment Services unit.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	And	3 years of	Experience in talent acquisition, recruitment, or employment processes. Some experience working for a staffing service/firm is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of full-cycle recruiting and employer branding techniques.

Working knowledge of human resources policies, practices, precedents, and laws.

Working knowledge of Applicant Tracking Systems (ATS) and databases.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting		X				
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			