

Job Code: 101544  
Position #: (NUNC) (E)  
Developed by: AMC, LK  
Reviewed by: AMC, LK  
Approved by: AMC  
Date: 05/09/2022

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist, Talent Acquisition

**DIVISION:** Administration and Finance (Human Resource Administration)

**REPORTS TO:** Director, Personnel Services

**GRADE:** 11

**SUPERVISES:** Support staff as assigned

**BASIC FUNCTION:**

Provide strategic guidance and leadership on University-wide personnel recruitment efforts; Assist in the development of recruitment strategies and plans and play a critical role in ensuring academic and administrative units can select candidates that best meet their needs in support of the University's mission, goals, and core values.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and execute strategic recruitment initiatives designed to attract and retain the most qualified employees in concert with URI's mission, goals, and core values.

Create network of external contacts, professional organizations, association memberships, trade groups and employees to advance recruitment objectives; Represent the University in a wide array of recruiting venues.

Design and develop marketing information to assist in recruitment initiatives.

Perform advanced social media. Perform searches for qualified candidates according to relevant job criteria, using computer databases, networking, internet recruiting resources and employee referrals.

Establish and maintain relationships with hiring managers to stay abreast of current and future hiring and enterprise business needs. Assist hiring managers in developing viable applicant pools and advancing a recruitment strategy.

Provide data and information as needed to assist in the creation of job descriptions and salary determinations.

Research and recommend new sources for active and general candidate recruiting.

Commitment to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

Collaborate with the Office of Communications and Marketing to develop and maintain recruitment website.

Maintain current knowledge of relevant federal and state regulations and laws, including but not limited to Equal Employment Opportunity (EEO), ADA and VEVRAA.

Perform administrative duties and recordkeeping related to recruitment.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform job-related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software. Social media.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum three years' human resources employment-related experience; Demonstrated ability to use creative sourcing techniques (including but not limited to the use of social media, employee referrals, and networking for talent acquisition); Demonstrated ability to design and develop recruitment plans; Demonstrated knowledge of federal, state and EEO laws, regulations, and guidelines; Demonstrated presentation skills; Demonstrated ability to work independently as well as part of a team; Demonstrated ability to maintain confidentiality; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience working in human resources in higher education; Demonstrated knowledge of behavioral assessment surveys used to identify optimal job performance; Demonstrated full life cycle recruitment experience across multiple lines of business; Demonstrated ability to analyze job requirements and establish appropriate applicant selection criteria and matrices; Demonstrated ability to create, compose, and edit written materials; Demonstrated ability to use advanced techniques in spreadsheet, database, and/or presentation software; Demonstrated knowledge of various employment laws and practices; and, Demonstrated understanding of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**