

Job Description

Position Title: Faculty Qualifications and Hiring Consultant

Job Family: Human Resources

Job Type: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: Salary Band 05

Position Summary:

The Faculty Qualifications and Hiring Consultant focuses on Academic Talent Acquisition and candidate communications. The Faculty Qualifications and Hiring Consultant provides consultative services for the College, collaborating with leadership, hiring managers, and other stakeholders to deliver impactful and replicable staffing processes, systems, tools, and results. The Faculty Qualifications and Hiring Consultant provides expertise in all aspects of full cycle recruiting and communications. The Faculty Qualifications and Hiring Consultant develops integrated recruitment strategies and develops partnerships across the HR function to deliver value-added service to hiring managers that reflect the strategic objectives of the department and College.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collaborates with Faculty Qualifications and Hiring team to review data and trends and understand their unique College goals and objectives and recommend talent approaches for full and part-time faculty staffing strategies
2. Supports and works proactively with academic units on discipline specific staffing plans
3. Uses Cornerstone OnDemand (applicant tracking system) to recruit for full-time faculty positions and adjunct faculty hiring pools
4. Acts as a Subject matter expert on all recruiting and hiring law, policy, practices, processes, industry standards, customer service/experience, and metrics
5. Partners effectively with hiring managers to better understand business needs and assess position goals and requirements
6. Uses various cost-effective sourcing strategies, such as job boards, networking, resume mining, social networking, and job fairs, and other industry-leading practices to attract a diverse pipeline of candidates
7. Supports academic divisions with consistent implementation of faculty qualifications policy, recommending candidates to the hiring manager based on detailed requirements of position and job competencies
8. Establishes credibility and remain engaged with hiring managers to educate and guide the College's hiring process
9. Ensures recruitment activity is updated in an accurate, compliant, and timely manner within the applicant tracking system

10. Assists with standard presentations and maintains content for communication of vital hiring information in conjunction with Faculty Affairs Leadership
11. Identifies opportunities to provide and document continuous process improvement
12. Partners with the Classification & Compensation Department to appropriately set salary parameters before and after candidate have been identified
13. Conducts all job offers for faculty positions at the College
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of human resources principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in analyzing data and drawing conclusions
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in program development and process improvement
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a closely related field of study required.
 - Master's degree in Human Resources or a closely related field of study preferred.
 - One (1) to Three (3) years of related experience in human resources.
 - Three (5) to Five (5) years of related experience in human resources and employee relations preferred.
 - HR Certification Preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work duties