

# Job Description

Position Title: Manager, Academic Talent Acquisition

Job Family: Human Resources

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Academic Talent Acquisition Manager provides consultative services for the College, collaborating with leadership, managers, and other stakeholders to deliver impactful and replicable academic staffing processes, systems, tools, and results. The Academic Talent Acquisition Manager provides expertise in all aspects of full-cycle academic recruiting and communications. The Academic Talent Acquisition Manager assesses and anticipates staffing needs, communicating needs proactively with the Academic leadership, including the Provost, and the Academic Deans. The Academic Talent Acquisition Manager develops integrated recruitment strategies and develops partnerships across the college function to deliver value-added service to hiring full and part time faculty that reflect the strategic objectives of the department and College. The Academic Talent Acquisition Manager maintains an effective level of business literacy about each academic division's plans and associated staffing. The Academic Talent Acquisition Manager develops and maintains a culture of innovative employee recruitment, communication, and retention perspective; helps translate strategies and goals into actions and services, and facilitates the changes needed to achieve desired outcomes.

## 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. Develops, implements, manages, and maintains a consistent communications plan from Faculty Talent Acquisition (Faculty Recruitment) to academic stakeholders' college wide.
2. Develops standard presentations and maintain content for communication of vital recruitment information.
3. Acts as the subject matter expert on all recruiting and hiring law, policy, practices, processes, industry standards, customer service/experience, and metrics.
4. Collaborates with analysts and all academic divisions to understand their unique goals and objectives and recommend/manage talent approaches.
5. Partners with hiring managers to better understand business needs and assess position goals and requirements. Proactively works with hiring managers and analysts regarding future organizational needs and structure
6. Uses various cost-effective sourcing strategies, such as internet job boards, networking, resume mining, social networking, and job fairs, and other industry-leading practices to attract a diverse pipeline of candidates

7. Pre-screens all applicable candidates, recommending candidates to the hiring manager based on detailed requirements of position and job competencies.
8. Establishes credibility and remains engaged with hiring managers and senior management 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. Tracks and provides detailed reporting and analysis as requested on all recruitments in real-time needed.
11. Identifies opportunities to evaluate and analyze trends and metrics to provide continuous process improvement.
12. Partners with Compensation and Classification to properly classify each position before recruitment, and appropriately set salary parameters.
13. Develops procedures for continuous process improvement in all areas of academic hiring
14. Works closely with DEI to develop and implement inclusive faculty hiring practices
15. Implements ongoing academic workforce projects
16. 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 human resources principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in people leadership and supervision
7. Skill in organization, coordination, and management
8. Skill in problem solving
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## 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 Business Management, Human Resources or a closely related field of study required.
  - Master's degree in Business Administration or a closely related field of study preferred.
  - Three (3) to Five (5) years of human resources and talent acquisition and recruitment.
  - Five plus (5+) years of related experience preferred.
  - One (1) to Three (3) years of supervisory experience required.
  - 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 a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations

using various modes of private and commercial transportation; and to effectively 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