JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Talent Acquisition Specialist II

Job Code: 10510

Salary Grade: 19

FLSA Status: Exempt

Job Family: Human Resources

Job Subfamily: Talent Acquisition

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Coordinates advanced recruitment operations and sourcing activities to support efficient, compliant hiring workflows. Advises stakeholders, manages applicant processes, and sustains recruitment execution across complex requisitions.

Job Responsibilities

1. Coordinates complex requisition and applicant workflows to ensure accurate and compliant hiring processes.
2. Supports sourcing activities by identifying recruiting venues and managing job postings and advertisements.
3. Consults with departments to improve job listings and move qualified applicants through hiring workflows.
4. Provides customer support to applicants and stakeholders by resolving process and system issues.
5. Maintains recruitment records, billing documentation, and system data to support compliance and reconciliation.
6. Communicates with departments and applicants to coordinate status updates, discrepancies, and hiring requirements.
7. Monitors recruitment activity and recommends workflow improvements to sustain hiring timelines.
8. Trains or guides staff on recruitment systems, procedures, and operational practices.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 1 year
- Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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