

Talent Acquisition Specialist Senior

Job Code: 7255

Salary Grade: S08

FLSA Status: Exempt

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.

Duties and Responsibilities

Under minimal supervision, provides requisition and applicant management and customer service support to applicants and departmental users.

- Actively sources and identifies potential candidates using various recruitment strategies and platforms.
- Provides consultation to departments to make job postings more attractive to bring in top talent.
- Provides excellent customer service in assisting candidates through the application and hiring process.
- Manages job listings and candidate referrals for students and staff positions. Communicates with hiring departments, applicants, and completing hires.
- Works with departments to move qualified applicants through the hiring process. Assists recruiting assistants and hiring managers on ways to improve job listings and follows-up with expired listings.
- Collaborates by telephone or email with departments on any discrepancies, changes, or requirements. Responds to applicants requesting the ability to reapply to positions, reviewing qualifications, and requirements.
- Assists applicants and departmental users with the hiring process. Helps troubleshoot technical issues.
- Places advertisements in electronic or print media. Provides resources to departments with special recruiting needs due to scarcity, or specialty. Identifies additional/alternative recruiting venues.
- Processes associated billing and reconciles invoices.
- Participates in special projects.
- Trains and leads other Talent Acquisition Specialists.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 84 months related experience.

Experience:

Required: 36 months Recruiting, Human Resources, or related experience.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Detail oriented for accuracy of data and information
- Strong customer service orientation
- Ability to interact with a diverse customer base, including students, hiring managers and the general public
- Ability to communicate effectively verbally and in writing
- Highly organized and ability to handle multiple projects and deadlines
- Ability to build rapport with students, faculty and staff
- Ability to produce reports and complete work within deadlines

Working Conditions

Physical:

Sit for prolonged periods. Use of a computer, calculator and telephone. Ability to engage in repetitive motions. Communicate effectively and listen.

Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with staff, other departments, and the general public.

Printed Date: 09/21/2026