JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Talent Acquisition/Recruiting Specialist Lead

Job Code: 7261

Salary Grade: S09

FLSA Status: Exempt

Job Family: Professional Family

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.

Job Responsibilities

Plans, organizes, and provides guidance to complete day-to-day operations of posting and recruitment. Provides quality service and support for the end-to-end recruiting cycle.

- Supports recruiters/talent acquisition specialists and their relationships with key business partners.
- Works closely to align team progress to the overall strategic objectives.
- Creates and implements world-class, global staffing processes and business strategies to achieve an annual hiring plan that emphasizes scale, quality, and speed of hires.
- Nurtures relationships with senior members of the business.
- Promotes programs in recruitment.
- Leads and inspire dedicated recruiters/talent acquisition specialists to deliver outstanding results while effectively communicating the critical dimensions of the staffing strategy and updating the staffing status.
- Designs and supports professional development plans, helping recruiters/talent acquisition specialists grow in their competence, and gain new skills.
- Takes on requisitions as needed.
- Sources candidates using a variety of search methods to build a robust candidate pipeline
- Screens candidates by reviewing resumes and job applications and performs phone screenings as requested.
- Promotes the company's reputation and attractiveness s a good employment opportunity.
- Participates in as many first and second round interviews as possible.
- Stays abreast of recruiting trends and best practices.
- Helps identify and cultivate relationships with recruiting vendors.
- Collaborates closely with internal partners such as IT, Training, HR, and Payroll to improve processes and ensure a smooth on-boarding process.
- Provides strategic consulting to departments as needed.
- Conducts regular 1:1 meeting with team to discuss their goal attainment and coach, mentor, and train new hires.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 108 months of related experience.

Experience:

Required: 60 months progressive experience in Recruiting, Human Resources, or related field, including 12 months in talent recruiting and sourcing.

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Excellent active listening skills with hiring managers, other constituents, and team to comprehend the business needs and functions of the different campus departments
- Ability to think strategically by combining an understanding of the business needs with best practices in recruiting to devise a plan of action
- Knowledge of best practice and legal requirements for end-to -end recruiting
- Comfortable with conducting mentoring and training for team and campus constituents

- Commitment to understanding and addressing barriers impacting underrepresented candidates
- Strong analytical skills and ability to work with metrics, numbers, and trend
- Adept at influencing through strong relationships, expertise, and data
- Comfortable rolling up your sleeves to get things done in tandem with participating in deeply complex strategy discussions
- Excellent communication and interpersonal skills with a proven ability to take initiative and build strong, productive relationships; an ability to identify and galvanize a complex web of relationships and dependencies to holistically solve problems and seize opportunities.
- Highly organized and ability to handle multiple projects and deadlines
- Strong initiative to solve problems
- Ability to be diplomatic, composed, and proactive in varied interactions
- Proficient in Microsoft Office Suite

Working Conditions

Physical:
Sit for prolonged periods. Use of a computer 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 the general public, Staff, and other departments.

Printed Date: 11/01/2026