



## Talent Acquisition Specialist

**Job Code: 7284**

**Salary Grade: S07**

**FLSA Status: Non-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

Provides requisition and applicant management and customer service support to applicants and departmental users.

- Provides recruiting system support, assisting applicants with questions around document issues, hiring process, resume, and cover letter guidance.
- Posts requisitions, to include but not limited to proofreading, cross checking information, and creating prescreening questions.
- 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 follow-up with expired listings.
- Helps departmental users with questions and troubleshoots technical issues.
- Conducts background and driver's license checks to include but not limited to processing requests, communicating with hiring departments and applicants, working with vendor on problems, and filing documents.
- Provides support to hiring programs such as PEAK, Work-Study, Learn & Earn Student Jobs, OU Connect service listings, and the Student Job Location Program.
- Participates in special projects.
- 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 54 months related experience.

**Experience:**

Required: 6 months of customer service 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, 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 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.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

Printed Date: 05/15/2026