Talent Acquisition Specialist:


Department/Organization: 506101 – Assoc VP for Human Resources

Job Summary: The Talent Acquisition Specialist is responsible for the delivery of high quality candidates by utilizing strategic recruiting methodologies. This is the entry level position in the Talent Acquisition Job Family.

Additional Department Summary: This position administers employment programs/services and resolves related issues with regard to recruitment activities for the University. Assists with the development and implementation of new/revised programs, processes, or procedures.

Required Minimum Qualifications: Bachelor’s degree and one (1) year of human resources experience. Student or Graduate Assistant, Intern, or student oriented experience will be considered. To be considered student experience, it must be detailed in the employment section on the application.

Skills and Knowledge: Thorough knowledge in the usage of personal computers and standard application software (word processing, spreadsheet and/or database management programs). Working knowledge of applicant tracking systems. Demonstrated success in recruiting and talent acquisition techniques. Excellent communication and public relations skills. Ability to build strong relationships at all levels. Must be able to work in a team based environment and also independently to meet deadlines. Must possess strong analytical and problem-solving skills and must have exceptional time management skills. Must have ability to independently and effectively manage multiple priorities and projects with efficiency and appropriate follow-through. Demonstrated ability to implement innovative and creative approaches to the recruitment and retention of employees. Requires a professional approach to dealing with diverse people and issues, with an exceptional customer service focus.
Preferred Qualifications: Bachelor’s degree preferably in Human Resources Management, Business Administration, Marketing. Experience using a variety of recruitment techniques and methodologies including: social networking channels and recruitment technology tools. Experience in job development, employment, staffing, career placement or closely related field that would likely produce the required knowledge, skills, and abilities. SHRM-CP, SHRM-SCP, PHR or SPHR certification preferred.

Background Investigation Statement: Prior to hiring the final candidate(s) must successfully pass a pre-employment background investigation. A prior conviction reported as a result of the background investigation DOES NOT automatically disqualify a candidate from consideration for this position. A candidate with a prior conviction will receive an individualized review of the prior conviction before a hiring decision is made.

Equal Employment Opportunity: The University of Alabama is an Equal Employment/Equal Educational Opportunity Institution. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status and will not be discriminated against because of their protected status. Applicants to and employees of this institution are protected under Federal law from discrimination on several bases. Follow the link below to find out more. “EEO is the Law” Poster

Application deadline 01/03/2018. Visit http://staffjobs.ua.edu/?job=505249 for more information and to apply. The University of Alabama is an equal-opportunity employer (EOE), including an EOE of protected vets and individuals with disabilities.