

Job Title:	Senior Human Resources Specialist – Talent Acquisition
Grade Level/Terms of Employment:	Unified Pay Schedule, Pay Grade 124
FLSA Status:	Exempt
Work Location:	Talent Office (City Hall)
Immediate Supervisor:	Director, Talent Acquisition

General Description:

The Senior HR Specialist – Talent Acquisition is responsible for performing full-life cycle recruitment of positions within Richmond Public Schools and partners closely with leaders and hiring managers throughout the district to recruit and retain the best talent. This position collaborates with many internal and external stakeholders. The Senior HR Specialist - TA maintains an effective level of recruitment knowledge and business literacy about RPS strategic goals, culture and continually positioning RPS as the employer of choice.

Essential Duties and Responsibilities:

- Develops and coordinates a comprehensive employee recruitment strategy and selection process for assigned area of focus.
- Sources, screens, interviews, and recruits applicants to fill existing and future position vacancies.
- Coordinates with the Licensure Associate to ensure applicants meet licensure qualifications.
- Network aggressively and proactively establish a strategy for outreach to organizations, networks and associations where we can build relationships & partnerships to strengthen our future pipeline of diverse talent.
- Develops recruitment presentations for teacher applicants and conducts job fairs for potential applicants.
- Ensures that all recruitment, selection and placement actions comply with federal and state laws, School Board policies and Richmond Public Schools administrative procedures.
- Works closely with the other Human Resources team members, Principal Directors and other School Administrators to determine recruitment requirements and projections for future position vacancies.
- Attend key local, regional and national recruitment events such as career fairs, panel discussions, conferences and networking events.

Qualifications:

- Bachelor’s degree in human resources related field or equivalent training and experience
- At least five years of experience implementing recruitment methodologies and practices
- Two years of experience leading diversity recruitment efforts preferred
- Must have professional experience as a Human Resources Coordinator, Recruiter or Analyst in the recruitment and selection of staff
- Experience in the development and implementation of innovative recruitment and sourcing strategies using social media (LinkedIn, Facebook, Twitter, etc.), job boards, colleges/universities and associations