

Job Title:	Associate, Talent Acquisition
Grade Level/Terms of Employment:	Grade 113 / 12 Month (260 days) Contract
FLSA Status:	Non-exempt
Work Location:	Talent Office
Immediate Supervisor:	Sr. Human Resources Specialist

General Description:

The Associate, Talent Acquisition supports the administrative functions within the recruiting cycle including the maintenance of databases and coordination of job fairs. The Associate also partners closely with staff and new hires to ensure completion of the employee onboarding.

Essential Duties and Responsibilities:

- Assists in the development, dissemination, receipt, collation, and storage of data in a manner easily retrievable
- Maintains a database of resources and contacts
- Demonstrates high quality customer service to individuals who call or walk in, effectively collaborates with co-workers, school staff, and other personnel to facilitate the selection, placement, and employment processing of applicants and employees
- Develops, produces and assembles high quality materials such as notices of appointment, notices of personnel changes, agendas, handouts, and other employment materials
- Coordinates and assists with new hire orientations
- Registers, participates in and coordinates job fairs (internal and external)
- Maintains background check data for new staff according to State police guidelines
- Maintains employee confidence and protects operations by keeping personnel data confidential
- Maintains budgetary reports and ledgers as required
- Performs other related duties as assigned

Qualifications:

- Associates Degree and a minimum of two years of human resources experience required; Bachelor's Degree preferred
- Strong organizational skills with keen attention to detail
- Basic knowledge of employee recruitment, selection and placement and Talent Office terminology and procedures
- Ability to work independently and problem-solve with minimum supervision, work efficiently under pressure and effectively manage multiple deadlines
- Excellent communications, customer service, public relations, presentation, skills
- Proficiency using Microsoft Office products, Google applications, and other business solutions software
- Ability to work non-standard hours occasionally
- Bilingual/fluency in Spanish preferred