Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Talent Specialist**	FLSA Status:	**Exempt**
Job Family:	**Support Services**	Pay Range:	**SS30Y**
Prepared/Revised Date:	**May 19, 2025**	Job Code:	**34406**

SUMMARY: Responsible for providing high-volume administrative and coordination support to the Talent Team. This position manages job postings, supports recruitment advertising and marketing efforts, coordinates interview logistics, and ensures accurate, timely, and compliant documentation throughout the hiring process. The Talent Specialist plays a key role in maintaining applicant tracking system accuracy, monitoring advertising spend, and facilitating clear, responsive communication with candidates and hiring managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Post all job vacancies -including licensed, classified, administrative/professional, and temporary positions- in the TalentEd applicant tracking system. Serve as the first point of contact for office managers regarding all job posting-related inquiries and support. Collaborate with hiring managers and office managers to confirm posting details and requirements. Ensure postings align with district guidelines, confidentiality protocols, hiring practices, and standardized job templates. Create corresponding hiring folders and assign access via SharePoint for hiring managers and office staff.
2. Coordinate initial job advertisements in collaboration with recruiters, including posting jobs to external sites, submitting paid advertising requests, and managing visibility timelines. Draft and schedule content for social media and other platforms to promote open roles in alignment with district branding and messaging.
3. Coordinate interview logistics by scheduling interviews, preparing and distributing interview materials, and compiling documentation for day-of interviews.
4. Manage the job closing process for all postings. Collect and organize confidential screening documents and final hiring materials. Ensure all required documentation is complete and routed to the Records department for archiving.
5. Support applicant tracking system (ATS) accuracy by monitoring workflow statuses, updating job posting data, and troubleshooting posting or access issues in coordination with the HR and recruitment teams.
6. Assist with recruitment marketing and communication tasks, including updating job posting templates, drafting promotional materials, and supporting digital outreach campaigns.
7. Track and maintain job posting data, including posting dates, source tracking, and advertising spend. Monitor ad budgets across platforms and assist in generating standard recruitment reports or summaries for internal use.

8. Provide high-volume recruitment support by monitoring and responding to the Talent Team inbox. Answer routine inquiries from applicants and hiring managers regarding job postings, application status, and hiring processes, and escalate complex questions to the appropriate recruiter or HR team member.
9. Coordinate student teacher, intern, and practicum placements in partnership with universities and district leaders, supporting educator pipeline development and aligning placements with strategic talent priorities.
10. Provide back-up support for HR front desk operations, including staffing support, I-9 processing, fingerprint/background checks, and ID badge assistance.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, Communications, Marketing, Advertising or related field.
- Two or more years of experience in marketing, advertising, administrative office experience, and/or human resources. Experience in Human Resources in public education environment or public entity strongly preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Professional in Human Resources (PHR) or Society for Human Resources Management (SHRM) certification preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Director of Talent Acquisition & Retention	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	