



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director Human Resources, Talent Acquisition & Retention
POSITION NO.	504020
LOCATION	Warwick
REPORTS TO	VP Institutional Equity, Human Resources, and Organizational Development
GRADE	CPE 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
LIMITATION (if applicable)	N/A
REVISION DATE	June 2024

JOB SUMMARY:

Assist the VP Institutional Equity, Human Resources, and OD with administration including all day-to-day activities, supervising HR special projects, ensuring timeliness of cyclical HR requirements and making appropriate policy and procedural recommendations and assisting with related labor matters. This position will focus on oversight and leading talent acquisition and retention efforts across divisions, developing, implementing, and maximizing recruiting and retention strategies that support the college mission and vision statements, aligning with business needs and building a talented and diverse workforce. Oversee the college's talent acquisition and retention systems including Applicant Tracking System (ATS), Position Management, Onboarding, Employee Engagement and Review, Background Investigation, immigration/visa applications, and other related systems or programs. Coordinate and evaluate staff performance evaluation tools and process. Apply agile HR values and broader agile principles in defining talent management products and services that deliver value to the customer. Supervise Talent Management staff or other HR staff.

DUTIES AND RESPONSIBILITIES:

- Oversee full cycle recruiting efforts. Build applicant recruitment sources, recruitment outreach strategies, and community partnerships by researching and contacting a wide variety of resources and services including, but not limited to, community service organizations, higher education institutions, employment agencies, and internet sites. Provide and promote a positive image of CCRI as an employer of choice
- In collaboration with divisions/departments, proactively develop candidate pipelines through traditional and innovative sourcing methods, including social media avenues and any emerging technology-based methods
- Identify and propose recruiting strategies, methodology, and processes that align with business needs and desired employee capabilities/skills, increase diversity, and comply with policies, procedures and state and federal regulations. Develop related advertising and coordinate with the appropriate vendors
- Ensure timely and accurate expected levels of customer service to client groups
- Work closely with Director Diversity, Equity, and Inclusion to educate search committees to conduct fair, equitable, and successful searches
- Create and modify job descriptions in collaboration with divisions/departments. Identify and propose plans to align job descriptions with grades, compensation, education, and experience requirements; may require conducting or participating in national surveys; collaborate and work with the college's office of Institutional Research (IR); research feasibility of compensation study. Assist with job analysis of non-classified employee requests for upgrade and/or equity reviews and classified employee desk audit requests
- Oversee process and practices related to electronic Applicant Tracking System (ATS), Position Management, Talent Management, Onboarding modules, and Background Investigation systems for full-time and part-time faculty and staff; assist with the background investigation process including checking references as needed; evaluating effectiveness and making modification recommendations; work closely with vendors and oversee implementation of updates or enhancements
- Update recruitment and hiring handbooks and quick guides, oversee updates to the employment web site, and provide metrics on talent acquisition performance
- Coordinate immigration/visa matters and application process with outside counsel. Develop metrics that inform development of immigration policy and procedures

- Provide guidance to HR staff and department supervisors on the orientation and onboarding of new employees and troubleshoot as needed. Oversee communications with new employees during the onboarding process
- Identify and coordinate procurement in compliance with State, College and contractual rules and regulations of appropriate vendors for various employment-related activities, such as temporary services, background checks, and other related employment functions
- Work with College Communications and Marketing and Web Communications to develop employment marketing material and/or web pages
- Lead collaborative efforts in employee engagement, reviews, and learning and development
- Identify, develop, and monitor metrics and analytics to assess overall talent management performance across systems to include equity and diversity impact and make recommendations for improvement
- Ensure accurate and current information is provided to applicants and employees by collaborating with HR staff regarding relevant updates to HR web site pages and provide guidance on or respond to hiring@ccri.edu emails
- Comply with requirements of the College's Affirmative Action Plan and provide relative data
- Design and develop new HR processes to improve the efficiency of HR operations and recommend new approaches to effect continual improvement of processes and operations
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as needed
- Perform other duties and responsibilities as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- A minimum of five (5) years of experience in human resources, talent acquisition, talent management, recruitment and selection, onboarding, or a related area
- Proven work experience in a Talent Acquisition/Recruiting role along with demonstrated experience in designing and implementing an overall recruitment strategy for an organization
- Supervisory experience or experience coordinating the work of employees
- Experience with Microsoft Office Suite
- Experience with HRIS systems, background investigation vendors, applicant tracking systems, or similar systems
- Demonstrated experience with HR agile values and agile principles
- Experience analyzing and developing job descriptions compliant with EEO/ADA and provide equity both within classified and non-classified positions
- Ability to interpret and explain to hiring managers, applicants and others relevant State, Office of Postsecondary Commission and College's policies and procedures regarding the authorization, recruitment, selection, and employment process
- Knowledge of relevant human resources-related laws, regulations, and best practices and the ability to apply them appropriately including those related to the recruitment and employment process
- Ability to drive strategy, work with data and analytics, and a demonstrated capability in effective and creative recruiting and sourcing strategies
- Proven skills and capability in building and leading high-performing teams
- Exceptional interpersonal and communication skills
- Ability to provide outstanding coaching services and to effectively manage change
- Excellent writing/editing skills
- Ability to embrace and advance the college's mission and vision
- Must be a self-starter, comfortable working in a busy and deadline-oriented office

PREFERRED QUALIFICATIONS:

- Master's degree in Human Resources or similar field
- Experience using social media for recruitment purposes (LinkedIn, Facebook, Twitter, etc.)

- Experience in educational institution including faculty searches
- Experience identifying and developing recruiting and hiring strategies for under-represented groups
- Familiarity and experience with EEO and diversity recruiting initiatives
- Bilingual in English / Spanish (fluent in speaking and writing)
- Certifications: IPMA, CP or SCP certification through the Society for Human Resource Management (SHRM) or Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) or related certification

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.