



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Specialist Talent Acquisition
POSITION NO.	502898
LOCATION	Warwick Campus
REPORTS TO	Manager Talent Acquisition & Diversity Recruiting
GRADE	BOE 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The Specialist Talent Acquisition is an integral part of CCRI's ongoing efforts to recruit, hire, onboard, and retain, talented employees who bring a diversity of identities and life experiences to support the mission of the college. This role oversees the full-time faculty and staff talent acquisition process and helps support classified, part-time, intermittent, and other temporary staff. The role also includes special projects that support the employee experience.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college as well as an inclusive, collaborative, and positive employee culture
- Work collaboratively with others in a diverse and inclusive environment

Recruiting, Hiring, and Onboarding:

- Working collaboratively with stakeholders, identify optimal and creative methods of recruitment for all faculty and staff positions and assist with classified and part-time positions
- Increase employer brand by attending in-person events
- Build relationships by helping departments plan recruiting efforts
- Assist and maintain CCRI's employer brand in order to attract and retain top talent
- Posting, advertising, preparing applicant files for search committee action, supporting search committees
- Assist managers with all job descriptions. Ensure that requirements, knowledge, skills and abilities are consistent and equitable with level of paygrade and classification
- In conjunction with the Talent Manager, work with search committee's on: hiring process including but not limited to, reviewing/approving evaluation criteria and interview questions. Ensure that evaluation of applicants is in accordance with qualifications listed. Assist in training search committee members on unconscious bias and inclusive interview. Review applicant pools to ensure that every search is being conducted in a fair and equitable manner. Maintain and increase usage of Applicant Tracking System for data accuracy
- Support and assist search committees with appropriate selection process protocols
- Assist with reviewing all search documents to ensure compliance of policies, processes, and bargaining union contracts
- In collaboration with the Talent Manager identify and establish recruitment networks to identify diverse candidates and provide guidance in targeted outreach
- Responsible for continuously improving CCRI's hiring process to ensure a streamlined and efficient process by leveraging technology
- Responsible for all aspects of PeopleAdmin, CCRI's electronic applicant tracking and talent acquisition system. Maintain current knowledge, design and maintain workflows within the platform to ensure continuous improvement and implement strategy to automate hiring process

Department-Support Duties:

- Maintain all job descriptions and update the website as needed. Serve as a back up to maintain and update the department web site. Assist with maintaining employment website (jobs.ccri.edu) and all pages related to employment, including but not limited to, resources for hiring managers and search committees web pages
- Prepare and/or design standard and specialized reports using word processing, ARGOS and spreadsheets
- Other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate's/Bachelor's degree and four (4) years of relevant experience
- At least three (3) years of experience working in Human Resources required, with experience in employment and recruitment practices and in managing multiple recruitment and selection processes
- High level of attention to detail and ability to manage workload during multiple projects

PREFERRED QUALIFICATIONS:

- Bachelor's degree in related field (including business, human resources, psychology, etc.)
- Will have a working knowledge of MS Office applications and applicant tracking system(s)
- Will have working knowledge of enterprise HR and reporting software (CCRI uses Banner and Argos)
- Will possess exceptional interpersonal and communication skills
- Will demonstrate excellence in collaborative relationships
- Will be a self-starter and able to work under pressure
- Will have the ability to maintain the strictest confidentiality of information

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