



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Manager Talent Acquisition and Diversity Recruiting
<b>POSITION NO.</b>	501712
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Vice President Institutional Equity, Human Resources & OD
<b>GRADE/CBA #</b>	BOE 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and clerical staff
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	May 2023

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**JOB SUMMARY:**

The Talent Acquisition/Diversity Recruiting Manager is an integral part of CCRI, and will manage the entire recruiting process, including building a diversity recruiting program. This position interacts with all levels of the organization to maintain a best in class hiring cycle process which includes, sourcing, hiring, onboarding, and retaining high performing talent. The manager will have a creative entrepreneurial spirit and work cross-functionally with leaders to work to build an effective program to source and recruit talent from all diverse backgrounds. The recruiting team is responsible for creating and implementing best in class recruiting process that will attract best practices in recruitment and search processes to attract the best talent. Will supervise the daily activities of the Human Resources Assistant and build diversity recruiting programs.

**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:

- Manage all aspects of the recruiting process including; prepare search teams for the recruiting process, advise and approve search and hiring proposals, applicant disposition and communications, and ensure positions are filled and closed in a timely manner.
- Create and implement diversity programs centered around attracting the best talent from all backgrounds to increase diversity in the workforce.
- Develop, revise and maintain all faculty and staff job descriptions to ensure it meets all requirements for the Personnel Review Committee (PRC) and regulatory compliance i.e. ADA.
- Advise hiring partners on recruiting and hiring procedures, building a diverse pipeline for all open roles, high-touch candidate experience, fair selection practices and ATS training.
- Develop training tools for hiring leaders to integrate best practices into searches, including building diversity hiring strategies into each search process.
- Establish relationships with colleges and universities for institutional support, on initiatives related to building a candidate pipeline with diverse talent.
- Research and attend diversity recruiting events to promote CCRI's as an employer of choice, and connect with job seekers to create a pipeline for open roles.
- Remain updated on the latest recruiting strategies and serve as a subject matter expert to other HR colleagues for sourcing and market advice.
- Provide support on recruitment efforts for key searches requiring specialized sourcing and high-touch candidate experiences.
- Build and maintain relationships with key networking contacts via LinkedIn and other sourcing channels to enhance recruiting efforts.
- Supervise the recruiting team.

Department-Support Duties:

- Serve as a back up to maintain and update the department web site. Responsible for 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.
- Monitor HR advertising budget. Monitor use of HR purchasing credit card. Enter requisitions for all advertising related purchases.
- Prepare and/or design standard and specialized reports using word processing, ARGOS and spreadsheets.
- Respond to questions from employees and the public concerning HR matters that do not require the attention of the Director and serve as back up to department staff during periods of absence or peak periods.
- Other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in related field (including business, human resources, psychology, etc.)
- At least five (5) years of experience working in Human Resources with experience in employment and recruitment practices, managing multiple recruitment and selection processes
- Hands-on experience with Applicant Tracking Systems

**PREFERRED QUALIFICATIONS:**

- 5 years of experience managing one or more of the following HR functions: employment and/or recruitment, workers' compensation, benefits, HRIS, compensation and labor relations
- Experience in an institution of higher education; experience using Banner.
- Will have a working knowledge of MS Office applications and applicant tracking system(s).
- 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.