



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Specialist Talent Acquisition
POSITION NO.	502898, 501712
LOCATION	Warwick
REPORTS TO	Assistant Director Human Resources Talent Acquisition & Retention
GRADE	CPE 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise administrative support staff and student help
LIMITATION (if applicable)	N/A
REVISION DATE	June 2024

JOB SUMMARY:

The Talent Acquisition Specialist 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 talent acquisition process for assigned positions and divisions and helps support other divisions. 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 talent acquisition processes
- Represent CCRI 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.
- Work with search committees 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 Assistant Director 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, database reporting and spreadsheets.
- 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.), or Associate's/Bachelor's degree and four (4) years of relevant experience required.
- 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:

- Will have a working knowledge of MS Office applications and applicant tracking system(s).
- Will have experience in union or state-agency recruiting environment.
- 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.