

Senior Talent Management Specialist Tufts University

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Posted Feb. 13, 2024, set to expire Dec. 31, 2024

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| Job Title | Senior Talent Management Specialist |
| Department | Human Resources |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Feb. 13, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Human Resources |
| Job Website | https://jobs.tufts.edu/jobs/20171?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

Tufts University's Human Resources office seeks a strong talent management, succession planning, and employee engagement subject matter expert for its new Senior Talent Management Specialist position. If you'd like to join a collaborative and dynamic HR team, we encourage you to apply!

In support of the University's mission to be a high quality educational and research institution, the Human Resources team partners with University communities to provide a broad array of programs and services.

Human Resources is committed to providing excellent service as a partner with management in the recruitment and retention of highly qualified diverse staff facilitating positive employee relations training to enhance employee skills, performance and job satisfaction. Human Resources creates and

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implements programs to increase organizational effectiveness as we design and deliver fair, competitive benefit and compensation programs.

Working together in a spirit of continuous improvement and collaboration, the Human Resources team contributes to a progressive and productive work environment that meets the challenges of a changing world.

What You'll Do

Under limited supervision, the Senior Talent Management Specialist applies subject matter expertise in providing a wide range of talent management services for a variety of clients including managers to non-exempt staff. Maintains and consults on talent management processes related to performance management, succession planning, employee engagement and leadership and employee training and development. Partners with HR Business Partners and leaders to plan, deploy, and evaluate talent management programs and initiatives, providing feedback and recommendations for continuous improvement. Leads assigned projects.

Essential Functions:

- Identifies talent management needs for strategic and general projects by meeting with a variety of clients to consult concerning organizational development gaps and requirements, gathering research and analyzing any program evaluation feedback
- Translates assessed client needs to develop new talent management programs that address findings, makes recommendations and implements changes to existing talent management programs
- Designs, implements, and maintains talent management processes and programs related to performance management, employee retention, succession planning, coaching, and leadership development
- Facilitates general and strategic training programs aimed at building management and staff competencies and skills. Conducts ad hoc learning sessions for specialized requests
- Develops and oversees production of program materials, templates, or aids. Audits training materials, courses and documentation provided to employees to ensure alignment with business requirements
- Reviews and evaluates programs, analyzing effectiveness and recommending changes for continuous improvement
- Provides career and development consultation to employees

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- Leads assigned talent management projects. Serves as member on department project management teams

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree and 5-7 years of related experience
- Demonstrated proficiency with MS Office applications including advanced Word and PowerPoint, intermediate Excel, experience using eLearning software
- Experience designing, developing and facilitating management training programs
- Strong attention to detail, organizational skills, project management skills

Pay Range

Minimum \$76,900.00, Midpoint \$96,150.00, Maximum \$115,400.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact