

Coordinator, Talent Acquisition
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=248268>

Downloaded On: Nov. 12, 2024 8:08pm

Posted Nov. 6, 2024, set to expire Nov. 15, 2024

Job Title	Coordinator, Talent Acquisition
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 6, 2024
Application Deadline	11/15/2024
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Human Resources
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Job Description

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Coordinator, Talent Acquisition

Salary:

Job Type: Full-Time

Job Number: FY2300508

Location: Main Campus - Baytown, TX

Division: Strategic Initiatives

Position Overview

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Starting Salary Range is \$49,746 - \$57,209. The initial salary offer is commensurate with education and related work experience.

The Coordinator of Talent Acquisition reports directly to the Manager of Human Resources and is responsible for managing all recruitment efforts for the College, ensuring the recruitment process aligns with institutional goals and is efficient, equitable and compliant. This role oversees the full recruitment lifecycle for employee positions, from sourcing and advertising to hiring and onboarding. The Coordinator is also responsible for maintaining accurate position control, tracking vacancy status, managing job postings, assisting search committees, providing guidance to hiring managers throughout the hiring process and maintaining accurate records of recruitment activities to support data-driven hiring decisions.

Essential Duties & Responsibilities

Recruitment & Sourcing

- Develop and implement recruitment strategies to attract a pool of qualified candidates for various administrative, staff and faculty positions that align with the College's hiring needs.
- Create job postings to attract qualified applicants.
- Post job opportunities on internal and external platforms, maintaining consistency in job advertisements to reflect the College's branding. Identify optimum recruiting opportunities (e.g., digital platforms, email campaigns, events, professional organizations, print ads, etc.), negotiate advertisement details with outside vendors and promote Lee College at a variety of recruiting functions.
- Work with Marketing to establish a professional layout and format for advertising/recruiting materials (e.g., social media posts, job announcements, recruitment letters, print ads, etc.).
- Establish and maintain strong relationships with key departments and managers within the college, as well as external vendors, including job boards, advertising agencies and other recruitment channels.
- Plan, manage and attend recruiting-related events (e.g., job fairs), present company information and communicate with potential candidates.
- Serve as the primary administrator for the College's Applicant Tracking System (i.e., NEOED Insight and Online Hiring Center (OHC) modules). Setup and customize modules to meet our needs and provide end-user support and training.

Position Control & Tracking

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- Maintain position control records and ensure accurate tracking of vacant and filled positions.
- Reconcile job descriptions with position control to ensure there is a description for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.
- Receive and process all personnel requisitions including reconciling vacancies with approved staff allocations, verifying accuracy of information and adding new positions as directed. Identify and resolve inconsistencies.
- Enter, update and maintain accurate position data (e.g., assignments, reassignments, salary changes and separations) in PeopleSoft and NEOED.
- Monitor staffing levels on an ongoing basis. Compile staffing data and prepare status reports as required.
- Help managers write/update job descriptions, upload/set up descriptions in NEOED.

Coordinating Hiring Process

- Advise and assist managers and search committees in developing effective hiring processes (e.g., how to fill a vacancy or create a new position, best practices for interview design & questions, reviewing candidate materials for completion, rating applicants, etc.), ensuring compliance with college procedures and policies and state and federal regulations.
- Prepare materials for search committees, monitor search committee process/progress and file search committee paperwork in accordance with records retention guidelines.
- Initiate pre-employment screening (i.e., criminal background checks and pre-employment tests for applicable positions/departments). Notify HR Manager of discrepancies and communicate appropriate information to the hiring manager.
- When needed, review application materials to identify qualified candidates and conduct preliminary screenings.
- Serve as a point of contact for candidates, optimizing candidate touchpoints and providing a seamless and positive candidate experience throughout the hiring process.
- Send correspondence, information and reminders to all participants involved in the employment process such as notifications for committees, selection/non-selection letters, hiring authorizations, applicant travel forms, etc.

Onboarding

- Collaborate with HR team members to develop and implement an efficient and effective onboarding process for hires.

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- Support hiring managers in the onboarding of new employees, ensuring a smooth transition from candidate to team member.
- Monitor candidate status changes in NEOED and initiate paperwork required to process hires and position changes (e.g., Approval to Hire form).
- Extend offers to part-time employees.

Reporting & Analytics

- Track and report on recruitment metrics, providing insights on time-to-hire, source effectiveness, application volume and other key data points.
- Identify trends in recruitment data and propose improvements to recruitment strategies and processes.
- Gather and prepare data, run queries and assist in the preparation of reports, analysis and publications.

Compliance & Policy

- Ensure that recruitment and hiring processes comply with all applicable laws and regulations, including EEO, ADA and FLSA.
- Maintain knowledge of best practices and legal requirements in recruitment, keeping the College's practices updated and compliant.

Miscellaneous

- Train HR team, hiring managers, search committee chairs and members, etc. on various topics related to Talent Acquisition (e.g., best interviewing practices, search compliance, employment law, veteran's preference, NEOED use, search committee procedures, etc.). Develop materials and host/present training to applicable users in an individual or group setting, in person, virtually or in a hybrid mode
- Maintain detailed records related to talent acquisition and associated processes.
- Answer general HR-related questions regarding employment, benefits, policies and procedures.
- Recommend content for the HR website and College's online job board pertaining to attracting/recruiting applicants (e.g., prospective employees).
- Research, recommend and provide estimated costs for new advertising, recruiting, hiring resources and/or events.
- Perform data entry and update records and/or documents in NEOED, PeopleSoft and other

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relevant software.

- Attend work regularly, report to work punctually and follow assigned work schedule to keep up with the demands of the position/department.
- Promote positive morale and teamwork within the functional unit and provide exceptional customer service to students, employees and the community.
- Maintain confidentiality of information.

Additional Duties & Responsibilities

- Participate in professional development opportunities to stay informed of best practices in employee relations.
- Serve on college committees as directed.
- Assist HR team with employee engagement and HR-related activities and tasks.
- Help to ensure the overall success of the HR Office and the College by performing all other duties as assigned.
- Collaborate with IT and vendor tech support when needed.
- Perform special projects as assigned.
- Scan and archive documents.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree in a related field
- One year of related work experience
- Strong understanding of recruitment strategies, sourcing techniques and HR best practices
- Excellent verbal and written communication skills; Ability to speak effectively/present information clearly to various groups of people
- Excellent interpersonal skills and ability to build and maintain relationships/partnerships
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to handle and prioritize multiple tasks/projects and manage deadlines
- Experience dealing with sensitive and confidential situations/information
- Ability to act with integrity, professionalism and confidentiality
- Knowledge of employment-related laws and regulations
- Proficiency with Microsoft Office Suite
- Ability to use software to develop spreadsheets and perform data analysis and word processing

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- Proficiency with or the ability to quickly learn the college's HRIS and talent management systems
- Must be able to travel within the College's service area

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4715639/coordinator-talent-acquisition>

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Contact Information

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

Contact

N/A

Lee College

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