

**Talent Acquisition Specialist - HRC 2
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=252274>

Downloaded On: Jan. 31, 2025 12:02am

Posted Jan. 28, 2025, set to expire Feb. 11, 2025

Job Title	Talent Acquisition Specialist - HRC 2
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 28, 2025
Application Deadline	02/11/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description

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Talent Acquisition Specialist - HRC 2

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District HR Employee Services

Salary Range: \$4,740 - \$6,384

Starting salary for this position is: \$4,740 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 02/10/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Talent Acquisition Specialist - HRC 2

JOB SUMMARY

Reporting to the Director of Human Resources Employment Services (HRES), the Talent Acquisition Specialist will be responsible for end-to-end recruiting services, creating engaging position announcements, advertising roles, sourcing passive candidates, and developing a network of potential talent pools. You'll also collaborate with hiring committees, communicate with applicants, track recruitment data, and prepare reports using our talent acquisition software and Microsoft Office products.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- **Drive Our Talent Strategy:** Implement Spokane Colleges' talent acquisition strategy with a focus on equity, diversity, and inclusion (EDI), organizational growth, and workforce planning. *
- **Build Relationships:** Forge strong connections with administrators, managers, faculty, and staff

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to understand hiring needs and advise on strategies, ensuring compliance with all laws, regulations, and agreements. *

- **Leverage Data:** Act as a recruitment subject matter expert (SME) in our applicant tracking system. Use data-driven insights to generate reports, support pre-recruitment processes, and finalize position descriptions. *
- **Streamline Recruitment:** Work with your Talent Acquisition colleagues to oversee and streamline the job approval and recruitment process. *
- **Craft Engaging Announcements:** Create high-quality position announcements and coordinate vacancy communication on various platforms to attract a diverse and qualified talent pool. *
- **Innovate Recruitment Strategies:** Develop custom strategies for hard-to-fill positions. *
- **Ensure a Great Candidate Experience:** Communicate with potential applicants, update them on their application status, and facilitate a smooth transition from applicant to new hire. *
- **Represent Spokane Colleges:** Attend virtual and in-person job fairs to showcase our opportunities. *
- **Update Job Descriptions:** Collaborate with supervisors/managers to develop and update position descriptions, ensuring policies and procedures are followed. *
- **Evaluate IT Positions:** Serve on the Information Technology Professional Structure (ITPS) Committee to evaluate IT roles and recommend classifications. *
- **Collaborate on Classification:** Work with the Classification and Compensation Specialist on classification requests, position audits, and reports. *
- **Participate in HR Projects:** Engage in strategic HR projects focused on employee attraction and retention. *
- **Champion EDI Efforts:** Commit to Spokane Colleges' Equity, Diversity, and Inclusion initiatives. *
- **Assist During Peaks:** Support the HRO during workload peaks as needed.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- **Customer Focus**
- **Interpersonal Savvy**
- **Action Oriented**

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- **Builds Networks**
- **Ensures Accountability**
- **Drives Results**
- **Collaborates**
- **Instills Trust**
- **Communicates Effectively**
- **Being Resilient**
- **Nimble Learning**
- **Situational Adaptability**

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, human resources, or a related field. OR equivalent education and experience.
- 3+ years in Talent Acquisition with a track record of successful recruitment campaigns.
- Proficiency in advanced sourcing techniques (e.g., Boolean searches) on various platforms (LinkedIn, Indeed, etc.).
- Stellar relationship-building skills, ensuring a superior candidate experience.
- Proven ability to work with diverse teams and candidates.
- Strong team collaboration skills.
- Independent decision-making ability regarding work processes and deliverables.
- Knowledge of HR principles and best practices.
- Discretion and confidentiality with sensitive materials.
- Proficiency with software programs (Microsoft Office Suite, Zoom, etc.).
- Positive and effective communication skills.
- Ability to incorporate EDI practices into daily work.

DESIRED QUALIFICATIONS

- Professional HR certifications (PHR/SPHR, SHRM-CP/SHRM-SCP).
- Project management skills for fast-paced environments.
- Experience in state agencies or higher education.
- Union environment experience.
- Training in implicit bias.

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- Knowledge of Washington State law (RCWs and WAC regulations.)
- Familiarity with employment laws (Civil Rights Act, ADA, Title VII, etc.).
- Experience with payroll/personnel management systems (e.g., PeopleSoft).

PHYSICAL REQUIREMENTS

- Work is performed in a semi-open office setting with frequent interruptions and background noise.
- Work is sedentary.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- This is a non-bargaining unit position.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to

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accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Resume.
- **(Optional)** Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or



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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/talent-acquisition-specialist-hrc-2-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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