



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 11/9/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director of Human Resources (Talent Acquisition and Retention)
Status: Full-time, 35 hours, standard hours
Grade: 13
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Director of Human Resources

PRIMARY PURPOSE:

Assist the Director Office of Human Resources (HR) with administration including all day-to-day activities, supervising HR special projects, ensuring timeliness of cyclical HR requirements and, making appropriate policy and procedural recommendations and assisting with related labor matters. This position will focus on oversight and leading talent acquisition and retention efforts across divisions, developing, implementing and maximizing recruiting and retention strategies that support the college mission and vision statements, aligning with business needs and building a talented and diverse workforce. Oversee the college's talent acquisition and retention systems including Applicant Tracking System (ATS), Position Management, On-Boarding, Hire-Right, immigration/visa applications, and other related systems or programs. Coordinate and evaluate staff performance evaluation tools and process. Apply agile HR values and broader agile principles in defining recruiting products and services that deliver value to the customer. May supervise HR Assistant or other HR staff.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Oversee full cycle recruiting efforts. Build applicant recruitment sources, recruitment outreach strategies, and community partnerships by researching and contacting a wide variety of resources and services including, but not limited to, community service organizations, higher education institutions, employment agencies, and internet sites. Provide and promote a positive image of Rhode Island College as an employer of choice.
- In collaboration with divisions/departments, proactively develop candidate pipelines through traditional and innovative sourcing methods, including social media avenues and any emerging technology-based methods.
- Identify and propose recruiting strategies, methodology, and processes that align with business needs and desired employee capabilities/skills, increase diversity and comply with policies, procedures and state and federal regulations. Develop related advertising and coordinate with the appropriate ad agency, newspapers, list-serves, web sites, etc. Assist search committees with developing responses under AA Monitoring Report - Part 1.
- Ensure timely and accurate expected levels of customer service to client groups.
- Work closely with Director of Institutional Equity to educate search committees to conduct fair, equitable and successful searches.
- Create and modify job descriptions in collaboration with divisions/departments. Identify and propose plans to align job descriptions with grades, compensation, education and experience

requirements; may require conducting or participating in national surveys; collaborate and work with the college's office of Institutional Research (IR); research feasibility of compensation study. Assist Director of HR with job analysis of non-classified employee requests for upgrade and/or equity reviews and classified employee desk audit requests.

- Coordinate WPAC submissions and meetings. Prepare and coordinate Personnel Review Committee (PRC) reviews. Provide timely follow-up to all impacted parties and convey next steps.
- Oversee process and practices related to electronic Applicant Tracking System (ATS), Position Management, on-boarding modules and background investigation systems for full-time and part-time faculty and staff; assist with the background investigation process including checking references as needed; evaluating effectiveness and making modification recommendations; work closely with vendors and oversee implementation of updates or enhancements; .
- Update recruitment and hiring handbooks and quick guides, oversee updates to the employment web site, and provide metrics on talent acquisition performance. Manage performance evaluation process for faculty and staff; provide metrics to identify staff skill gaps, training needs and equity issues. May assist with development of faculty performance evaluation tools.
- Coordinate immigration/visa matters and application process with outside counsel. Develop metrics that informs development of immigration policy and procedures.
- Provide guidance to HR staff and department supervisors on the orientation and onboarding of new employees and troubleshoot as needed. Communicate regularly with new employees during the on-boarding process.
- Identify and coordinate procurement in compliance with State, College and contractual rules and regulations of appropriate vendors for various employment-related activities, such as temporary services, background checks, and other related employment functions.
- Work with College Communications and Marketing and Web Communications to develop employment marketing material and/or web pages.
- Identify, develop, and monitor metrics and analytics to assess overall talent acquisition performance to include equity and diversity impact and make recommendations for improvement.
- Insure accurate and current information is provided to applicants and employees by collaborating with HR staff regarding relevant updates to HR web site pages and provide guidance on or respond to employment@ric.edu emails.
- Comply with requirements of the College's Affirmative Action Plan and provide relative data to that office.
- Assist as needed in developing and implementing an electronic monthly payroll hiring process.
- Design and develop new HR processes to improve the efficiency of HR operations and recommend new approaches to effect continual improvement of processes and operations.
- Develop and deliver relevant training to new hires including sexual harassment prevention and bias/discrimination training and assist with coordinating other relevant training.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Director of Human Resources.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Human Resources.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in Human Resource Management, Business Administration, Management, or a related field.

Experience:

- A minimum of five (5) years of experience in human resources, talent acquisition, employment, recruitment and selection, on-boarding, or a related area.
- Proven work experience in a Talent Acquisition/Recruiting role along with demonstrated experience in designing and implementing an overall recruitment strategy for an organization.
- Supervisory experience or experience coordinating the work of employees
- Experience with ATS, Microsoft Office Suite.
- Experience with PeopleSoft, HireRight, PeopleAdmin, or similar systems.
- Demonstrated experience with HR agile values and agile principles.
- Experience analyzing and developing job descriptions compliant with EEO/ADA and provide equity both within classified and non-classified positions.

Skills, Knowledge, and Abilities:

- Ability to interpret and explain to hiring managers, applicants and others relevant State, Office of Postsecondary Commission and College's policies and procedures regarding the authorization, recruitment, selection, and employment process.
- Knowledge of relevant human resources-related laws, regulations, and best practices and the ability to apply them appropriately including those related to the recruitment and employment process
- Ability to drive strategy, work with data and analytics, and a demonstrated capability in effective and creative recruiting and sourcing strategies.
- Proven skills and capability in building and leading high-performing teams.
- Exceptional interpersonal and communication skills.
- Ability to provide outstanding coaching services and to effectively manage change.
- Excellent writing/editing skills.
- Ability to embrace and advance the college's mission and vision.
- Must be a self-starter, comfortable working in a busy and deadline-oriented office.

PREFERRED (two of more of the following):

- Master's degree in Human Resources.
- Experience using social media for recruitment purposes (LinkedIn, Facebook, Twitter, etc.).
- Experience in educational institution including faculty searches.
- Experience identifying and developing recruiting and hiring strategies for under-represented groups.

- Familiarity and experience with EEO and diversity recruiting initiatives.
- Bilingual in English / Spanish (fluent in speaking and writing).
- Certifications: IPMA, CP or SCP certification through the Society for Human Resource Management (SHRM) or Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) or related certification.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the college invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.