

# Faculty Search Advisor

## Position Summary

The Faculty Search Advisor position is a vital role designed to provide best in class talent recruitment services to support the University of Virginia. This position is responsible for working with the Search Committee Chair and committee members to provide faculty search and support services. The incumbent works with a portfolio of searches providing guidance and advising on best practices. In addition, the incumbent coordinates each step of the recruitment process to include posting positions, scheduling search committee meetings and candidate interviews, travel, and providing search updates as necessary. This position reports to the HR Manager, Academic Recruitment and will not have direct reports.

## Responsibilities and Duties

- Work with Search Committee Chairs and Committee members to provide overall search process support such as schedule Search Committee meetings, organize potential candidate contact list, schedule and ensure a positive candidate experience
- Leverage best practices to assist Search Committee Chairs and Committee members source and attract candidates utilizing industry tools and networks
- Provide Search Committee with clear recruitment toolkit and advise Search Committee Chairs and members on best practices for increasing diversity through available EO/AAE and other resources
- Streamline recruitment procedures and create an efficient process
- Serve as liaison with Search Chairs and candidates to provide necessary and timely information when needed
- Interact with Search Committee Chairs and candidates, providing support where needed for assigned searches
- Apply judgment and discretion to issues and concerns; work directly with HR Manager to resolve issues that are more complex
- Ensure a positive and consistent candidate experience by assisting with scheduling and providing helpful information to the candidate
- Utilize applicant tracking system to manage candidates from point of application to finalization of offer

## Functional Area Outcomes

- Decrease time to fill a position (emphasis on right candidate)
- Increase diversity and size of applicant pools
- Increase job offer acceptance rate
- Decrease recruitment expenses
- Improve management experience with hiring process
- Improve candidate experience with hiring process

## Knowledge, Skills and Abilities

- Demonstrate excellent communication and presentation skills and ability to provide high level of customer service
- Work efficiently as part of a team as well as independently
- Exercise keen attention to detail in a fast paced environment
- Utilize strong organizational skills and attention to detail
- Proactively communicate with search committee and candidates frequently
- Handle sensitive information with discretion and confidentiality
- Utilize computer proficiency and technical aptitude with leading applications (e.g., Microsoft Office)
- Apply strong problem solving skills to thoughtfully and tactfully navigate barriers to progress
- Manage projects simultaneously while working under pressure to meet deadlines

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Required Education:** Bachelor's degree

**Required Computer Applications:** MS Office, HR systems, and Applicant Tracking Systems