

HR Specialist, Dual Career Services

Position Summary

The HR Specialist, Dual Career Services position is a vital role designed to provide best in class specialty hiring services to support the University of Virginia. This Specialist-level position is responsible for assisting with a specific portfolio of specialty hiring activities. The incumbent will report to the HR Manager, Talent Flexibility and will not have direct reports.

Responsibilities and Duties

- Assist HR Manager in overseeing the talent flexibility services as well as implement strategic approaches to attract qualified candidates through Dual Career Services in order to assist UVA in achieving its mission
- Model and encourage cross team collaboration
- Monitor progress on searches within DCS, identifying and removing barriers in coordination with hiring managers and Business Partners
- Interact and develop key relationships with customer leaders and departments within assigned service area to identify and fill key recruiting priorities
- Collaborate directly with the Director, HR Manager and HR Business Partners

Functional Area Outcomes

- Increase ability to meet fluctuating workforce needs with flexible workers
- Increase diversity/size of talent pipelines
- Increase number of rotational placements
- Increase temporary to permanent placement rate
- Decrease recruitment expenses
- Improve management experience with flexible staffing
- Improve dual career experience and support

Knowledge, Skills and Abilities

- Establish credibility and influence key stakeholders
- Demonstrate exceptional customer service skills and navigate complex customer related situations
- Apply strong management skills, plan effectively and maximize results to meet both short and long range goals and objectives
- Motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Demonstrate excellent communication and presentation skills. Utilize strong organizational skills and attention to detail
- Apply strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Display superb leadership capabilities with a passion to encourage idea generation and develop people
- Manage projects simultaneously while working under pressure to meet deadlines

- Utilize successful track record for innovation and working effectively with diverse stakeholders within a complex organization
- Utilize computer proficiency and technical aptitude with leading applications

Required and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: Experience working for a 4-year higher education institution and/or an affiliated health system

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR or an equivalent professional qualification

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