

HR Specialist, Onboarding/Career Services

Position Summary

The HR Specialist, Onboarding/Career Services position is a vital role designed to provide best in class onboarding and career services to support the University of Virginia, to include monitoring effectiveness of onboarding and orientation processes as well as creating and updating career services and orientation materials. This Specialist-level position is responsible for facilitating a shared Day One orientation experience, and conduct departmental-specific tasks beyond centralized onboarding. The position will also monitor effectiveness of orientation and onboarding programs, manage mechanisms to measure new hire experience and leadership participation and relevance, and manage a portfolio of resources to support and facilitate staff career progression. The incumbent will report to the HR Manager, Talent Planning and will not have direct reports.

Responsibilities and Duties

- Create and update orientation materials, to include university and new employee basics, self-service guidelines, e-learning, etc.; solicit input from schools, units and organizations
- Facilitate shared Day One onboarding experience; coordinate Day One logistics (i.e., parking, external facilitators, lunch)
- Provide checklists and on-boarding essentials for individual schools, units and organizations to conduct departmental-specific tasks beyond centralized Day One onboarding
- Monitor onboarding processes and make any necessary changes or updates to ensure distributed responsibilities and shared ownership
- Monitor effectiveness of orientation and onboarding program; manage mechanisms to measure new hire experience and leadership participation and relevance
- Conduct Solution Center audit to ensure that onboarding and benefits paperwork is packaged professionally and sent to new employees in a timely manner
- Partner with Communications and Talent Recruitment to maintain relevant information on new hire/onboarding website (internal & external facing)
- Manage a portfolio of resources to support and facilitate staff career progression
- Configure pre-boarding software, in partnership with HR Solution Center, to include all of the necessary components
- Respond to and resolve escalations from HR Solution Center
- Primary focus is on Onboarding/Career Services but can flex to assist the HR Specialist, Reward & Recognition team as needed

Functional Area Outcomes

- Differentiate and improve individual performance
- Support talent readiness and career mobility
- Recognize employee contributions to UVA
- Increase percentage of jobs with defined career paths
- Elevate access and understanding of workforce analytics to foster effective decision making

Knowledge, Skills, and Abilities

- Evaluate and apply information and provide advice, specifically related to Onboarding and Career Services
- Display working knowledge of current HR practices; analyze and present information
- Demonstrate excellent oral and written communication in daily interactions
- Work independently and as part of a team; provide direct support to leaders as needed; complete tasks without immediate supervision
- Demonstrate proficiency in various database and software programs
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 2 years of relevant experience

Required Education: Bachelor's degree

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