

Recruiter, Temporary Services

Position Summary

The Recruiter, Temp. Services position is a vital role designed to provide best in class specialist hiring services to support the University of Virginia. This position is responsible for assisting with a variety of Specialty Hiring activities, specifically for the Temporary Services. The incumbent will report to the HR Manager, Talent Flexibility and have no direct reports.

Responsibilities and Duties

- Deliver the highest level of service to candidates throughout the entire temporary services process to ensure a consistent, smooth, and welcoming experience
- Provides support services to include providing hiring manager with candidates that meet their desired qualification
- Communicate with and respond to candidates in a timely manner
- Document activities in applicant tracking system

Functional Area Outcomes

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

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
- Apply 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

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

Required Education: Bachelor's degree

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