

# Recruiter

## Position Summary

The Recruiter position is a vital role designed to provide best in class talent recruitment to support the University of Virginia. This position is responsible for working jointly with colleagues to identify, source, and hire talent for assigned university-related searches. The Recruiter oversees a portfolio of searches, provides guidance on best practices for hiring officials from point of application to offer completion, and ensures a positive candidate experience. The incumbent will report to the HR Manager for their assigned function and will not have direct reports.

## Responsibilities and Duties

- Work in partnership with Senior Recruiters to identify, source, and attract talent for assigned searches
- Apply judgment and discretion to recruiting issues and concerns; work directly with Talent Recruiting Manager to resolve more complex issues
- Source and attract candidates utilizing industry tools and networks
- Serve as a liaison with hiring managers and candidates to streamline recruitment procedures and accomplish workforce needs
- Interact with hiring managers and candidates on a daily basis, providing search updates for assigned searches
- Provide hiring managers with best practices for increasing diversity through available EO/AAE and other resources
- 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
- Increase employee retention in first six (6) months

## Knowledge, Skills and Abilities

- Demonstrate excellent communication and presentation skills and provide high level of customer service
- Work efficiently as part of a team as well as independently
- Exercise 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

**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