

HR Associate, Faculty Wage

Position Summary

The HR Associate, Faculty Wage position is a vital role designed to provide best in class wage hiring services to support the University of Virginia. This position is responsible for assisting with a variety of wage hiring activities, and will be aligned with faculty wage searches. The incumbent will report to the HR Manager, Talent Flexibility, and will not have direct reports.

Responsibilities and Duties

- Deliver the highest level of service to candidates and hiring managers throughout the entire wage hiring process to ensure a consistent, smooth, and welcoming experience
- Provide search status updates to candidates, hiring managers, and HR Business Partners as requested
- Process hiring activities by reviewing faculty wage hire requests, posting accordingly, and overseeing candidate operations
- Communicate with and respond to candidates in a timely manner and at regular intervals
- Document activities in applicant tracking system

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

- Demonstrate excellent communication 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
- Proactively communicate with hiring managers and candidates frequently
- Utilize excellent organizational and time management skills
- Display willingness and ability to adapt to changing priorities
- Handle sensitive information with discretion and confidentiality
- Utilize computer proficiency and technical aptitude with leading applications (e.g., Microsoft Office)
- Follow set policies and procedures

Required and Preferred Qualifications

Required Experience: 2 years of relevant experience

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

Required Education: Bachelor's degree

Required Computer Applications: MS Office