

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. This position will report to the Dual Career Program Director.

Responsibilities and Duties

- Collaborates with Recruiters, Specialists and Managers within Talent Recruitment and Business Partners to provide services to dual career partners
- Assists in the expansion of program scope to include the provision of services to executive staff and additional select staff
- Models and encourages cross team collaboration
- Interacts and develops key relationships with customer leaders and departments within assigned service area to identify and fill key recruiting priorities
- Coordinates the development of a landing page, designed to market UVA and community jobs and other opportunities to prospective executive staff and faculty partners and spouses
- Engages with the local business community and trade organizations

Functional Area Outcomes

- Enhance dual career experience and support
- Support development of a landing page, to serve as a UVA recruitment tool (with particular emphasis on creating a meaningful tool for partners of prospective UVA staff and Faculty)
- Scale program to serve additional dual career candidates, in keeping with UVA's strategic mission and priorities
- Increase the size and diversity of talent pipelines

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