

# Senior Recruiter

## Position Summary

The Sr. Recruiter position is a vital role designed to provide best in class talent recruitment services to support the University of Virginia. This position is responsible for assisting with a variety of recruitment activities. The incumbent identifies and actively builds candidate networks through proactive outreach and works closely with colleagues and HR Business Partners through the full life cycle of recruitment from the creation of the search strategy to contract negotiations to ensure success of recruiting efforts. The Sr. Recruiter will create an environment of trust with hiring managers, search chairs, search committees, stakeholders and candidates, while providing a consistent level of service for all candidates and improving time to hire and retention. The incumbent will report to the HR Manager for their assigned function and will not have direct reports.

## Responsibilities and Duties

- Identify and actively build candidate networks through proactive outreach. Establish and maintain relationships with active and potential candidates
- Provide insight, direction and oversight to hiring managers, stakeholders, Search Committee Chairs, and Committee members
- Provide Search Committee Chair and Committee members with clear recruitment toolkit and advise on best practices for increasing diversity through available EO/AAE and other resources
- Stay current with relevant industry trends and participate in best practice discussions with team and Director. Assist in positioning UVA as a leader in recruitment and candidate experience
- Monitor and drive progress on searches, identifying and removing barriers in coordination with hiring managers, Search Committees, and HR business partners
- Utilize candidate relationship management technology to enhance searches and evaluate assigned customer satisfaction

## 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 ability to provide high level of customer service
- Establish credibility and influence key stakeholders
- Apply strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Manage projects simultaneously while working under pressure to meet deadlines
- Display strong organizational skills and attention to detail
- Establish credibility and influence key stakeholders. Utilize knowledge of pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting talent recruitment

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

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

**Required Education:** Bachelor's degree

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR

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