

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TALENT ACQUISITION COORDINATOR

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Supporting the Human Resources department, the Talent Acquisition Coordinator executes the college's talent acquisition program for staff and faculty positions up to the professional and administrative level. This role provides consultative support to hiring managers, manages the end-to-end recruitment process, and serves as the primary point of contact for the Human Resources Information Management System Recruitment module (HRIS). Full Access to Patient Health Information (PHI Level).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree from an accredited institution, preferably in Human Resources. An equivalent combination of education and relevant experience in human resource may be substituted for the degree requirement. Certification in Human Resources Management preferred.
2. Years of experience in the field: Two years of full-time, progressively responsible experience in Human Resources or recruitment, and experience with applicant tracking systems (ATS) or other talent acquisition software required. Higher Education experience is preferred.
3. Special skills or abilities related to the position: Strong communication skills (both verbal and written). Ability to lead training sessions and develop training materials. Self-motivated, proactive, and demonstrates excellent time management skills with a proven ability to meet deadlines. Knowledgeable of relevant hiring laws, regulations, and best practices. Proficient or quickly adaptable to applicant tracking systems and Microsoft Office Suite.

ESSENTIAL JOB FUNCTIONS:

1. Oversees all stages of the talent acquisition lifecycle, from advertising and candidate screening to recruitment, selection, training, consultation, issue resolution, and comprehensive record-keeping and data management.
2. Provides direction and guidance to hiring managers and search committees to ensure compliance with college hiring procedure and related federal and state laws and guidelines. Resolves complex recruitment and hiring issues.
3. Engages with departmental managers to ascertain the essential skills and competencies for various job openings.
4. Develops, edits, and publishes job announcements to designated media outlets.
5. Manages the employment website and partners with Marketing and Public Relations to communicate job openings via college communication platforms.
6. Oversees recruitment advertising expenses and serves as the primary contact for all recruitment-related accounts.
7. Designs training content and leads formal and informal training for search committees and hiring managers.
8. Evaluates applications and supporting materials against minimum qualifications during the initial candidate screening process and connects viable candidates with hiring managers.
9. Creates and maintains a comprehensive library of interview questions, ensuring interview questions and screening criteria comply with college policy, hiring procedures, and relevant federal and state laws.
10. Oversees all facets of the Human Resources Recruitment HRIS, including workflows and template development, implementing modifications, granting user permissions, data validation and records retention, reports creation, and general troubleshooting.
11. Creates reports using HRIS tools to track recruitment activity and progress, including demographics, annual vacancies, and dashboard data.
12. Analyzes performance and metrics of the Recruitment HRIS, identifying gaps and opportunities, and recommending improvements for process and candidate experience.
13. Serves as the main point of contact for HRIS end users, addressing questions and requests, ensuring prompt follow-up, resolving issues, and providing necessary support.
14. Updates the Hiring Procedure and search committee process annually or as needed.
15. Ensures that all employment actions, documents, and file maintenance adhere to audit compliance standards, records retention guidelines, and all related employment laws and regulations.
16. Attends job fairs, campus recruitment events, and other networking opportunities.
17. Stays current with technical recruiting knowledge and best practices by actively participating in training and professional development opportunities.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- May require travel to satellite campuses.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus, BLDG #1

SUPERVISOR OF POSITION: Assistant Director – Human Resources
Director – Human Resources