



COMMUNITY COLLEGE  
OF RHODE ISLAND  
Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Talent Acquisition Specialist

**LOCATION:** Institutional Equity & Human Resources

**REPORTS TO:** Director of Human Resources

**GRADE:** BOE 10

**WORK SCHEDULE:** Non-Standard: 35 hours per week

**SUPERVISES:** May supervise administrative support staff and student help

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**JOB SUMMARY:**

The Talent Acquisition Specialist is an integral part of CCRI's ongoing efforts to recruit, hire, onboard, and retain, talented employees who bring a diversity of identities and life experiences to support the mission of the college. This role coordinates the full-time non-classified and faculty talent acquisition process and oversees the hiring and processing of part-time, intermittent and other temporary staff. The role also includes responsibility for special projects that support the employee experience, including overseeing annual events such as the annual charitable contributions campaign. Lastly, the role will include various department-support duties, such as budget review, supply inventory, serving as a resource for department-related matters, and updating and maintaining the department web site.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Recruiting, Hiring, and Onboarding:**

- 1) Working collaboratively with stakeholders, identify optimal and creative methods of recruitment for all non-classified and faculty positions, including in-person events, relationships, job sites; help departments plan recruiting efforts.
- 2) Working collaboratively with Marketing & Communications, and other stakeholders, develop materials that will enhance and maximize recruiting efforts.
- 3) Coordinate the recruiting and hiring process. Such efforts include facilitating the "Request to Fill" (RF1) process, posting, advertising, preparing applicant files for search committee action, supporting search committees. Assist with onboarding process and activities.
- 4) Responsible for the all aspects of the electronic applicant tracking and talent acquisition systems; prepare related statistical reports.
- 5) Review, set salary, and process CCRI part-time payroll and honorarium authorizations to ensure eligibility for employment and appropriate rates of pay.
- 6) Process, monitor and remit payment for all temporary help used by the College in accordance with State regulations; act as liaison between temporary agencies and requesting departments.

### **Special Projects:**

- 7) Serve as primary lead and coordinator of processes related to special projects, such as the annual charitable contribution campaign.

### **Department-support duties:**

- 8) Maintain and update the department web site.
- 9) Monitor the department budgets and related activity and regularly and provide updates, as appropriate, about the status; verify and process all purchase requisitions and maintenance agreements for Institutional Equity & Human Resources; monitor and maintain office inventory of supplies; process all office travel arrangements.
- 10) Prepare and/or design standard and specialized reports using word processing, ARGOS and spreadsheets.
- 11) Respond to questions from employees and the public concerning employment issues that do not require the attention of the Associate Vice President or Director and serve as back up to department staff during periods of absence or peak periods.
- 12) Demonstrate a commitment to the philosophy and mission of a comprehensive community college as well as an inclusive, collaborative, and positive employee culture.
- 13) Work collaboratively with others in a diverse and inclusive environment.
- 14) Other duties as assigned.

## **LICENSES, TOOLS AND EQUIPMENT:**

Computer systems that include word processing, spreadsheets and data base management; and office equipment which may include typewriters; calculators; telephones; copy and fax machines.

## **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

## **QUALIFICATIONS:**

- 1) Bachelor's degree in related field (including business, human resources, psychology, etc.), or Associate's/Bachelor's degree and four (4) years of relevant experience required.
- 2) At least three (3) years of experience working in Human Resources required, with experience in employment and recruitment practices and in managing multiple recruitment

- and selection processes.
- 3) Must have a working knowledge of MS Office applications and applicant tracking system(s).
  - 4) A working knowledge of Banner and Argos preferred.
  - 5) Exceptional interpersonal and communication skills essential; excellence in collaborative relationships required.
  - 6) Must be a self-starter and able to work under pressure.
  - 7) Must be able to maintain the strictest confidentiality of information.

### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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