



## Classification Description

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**Job Title:** Employment & Engagement Specialist II    **Pay Grade:** 113

**Job Code:** 4026    **FLSA Status:** Exempt

### **Job Purpose**

The Employment & Engagement Specialist II is a member of the Talent Acquisition team within the Office of Human Resources. This position performs advanced technical and professional work and is accountable for delivering hiring and onboarding services to assigned departments which include faculty, staff, temporary workers and volunteers. The Employment & Engagement Specialist II partners with hiring managers to develop effective and efficient recruitment strategies to promote the College and champion the FSW brand. Supports FSW's "Dedicate to Graduate" (D2G) mission through daily functional interactions and work performed. Work requires close adherence to stated human resources policies and procedures and applicable federal and state laws.

### **General Responsibilities**

#### **Essential Functions**

##### **Talent Acquisition**

Serves as subject matter expert on the College's online hiring and onboarding, and performance management systems to ensure a seamless, engaging candidate experience for job seekers and employees.

Develops strong business partnerships, provides policy and procedure interpretation, and serves as a consultant to hiring managers and administrators on all recruiting related activities.

Conducts intake sessions with hiring managers and/or department administrators in order to build candidate search profile, or to create forms within the performance management software.

Develops creative and cost-effective recruiting strategies to fill open positions in a timely manner and provides recommendations to hiring manager.

Consults with hiring managers on best practices, to ensure a positive and consistent candidate experience from hiring to onboarding to performance management tools.

Manages candidates through hiring steps in the applicant tracking system (ATS) ensuring compliance throughout the employment lifecycle.

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Develops, maintains and approves all tests administered to applicants at the recruitment level. Ensures compliance and equity for all recruitment testing.

Reviews recommendations for hire to ensure internal and external pay equity and for completeness of the recruitment file prior to seeking offer approval.

Coordinates the hiring process utilizing onboarding software.

Maintains a working knowledge of the similarities and differences in the workflows of full time, part time and temporary/seasonal hires to effectively cross-train with Talent Acquisition staff.

Monitors onboarding dashboard for timely completion of required employment paperwork and compliance with I-9 and E-verify processes.

Performs criminal background checks using electronic fingerprint system to ensure the College adheres to all laws, rules, and regulations.

Monitors compliance with related College Operating Procedures, the College equity goals, and related Federal and State laws and guidelines.

### **Engagement**

Coordinates multiple social media accounts to increase brand presence online in an effort to engage active job seekers, passive candidates and employees during the employment life cycle.

Stays up-to-date with changes in all social media platforms ensuring maximum effectiveness.

Creates engaging text, image and video content. Looks for trending topics to engage in.

Writes concise and dynamic copy that engages audiences on social media platforms.

Suggests new ways to attract prospective customers, i.e., promotions and competitions.

Participates in local and virtual job fairs and student employment panels.

Acts as a subject-matter-expert (SME) in all matters related to hiring (i.e., writing resumes, interview skills) and engages with students to share knowledge with various classes at the request of faculty.

### **Analyst**

Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, and other sources.

Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.

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Prepares reports of data results, presenting and explaining findings to senior leadership.

Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.

Based on metrics and analysis, makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.

Ensures compliance with data privacy regulations and best practices.

### **Essential Functions – General**

Supports the Human Resources team on various projects across all key functions and coaches less-experienced colleagues.

Leads or supports Talent Acquisition projects and participates in HR committees and/or projects, as needed.

Maintains departmental records and files for area of responsibility; coordinates destruction of records for assigned area(s).

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education with a concentration in Communications, Marketing or Human Resources.

Four (4) years of related full-time professional work experience. Appropriate combination of education and experience may be substituted.

Knowledgeable in Federal and State employment laws.

Must possess knowledge of current social media trends and be proficient in managing multiple platforms including, but not limited to; Facebook, Twitter, LinkedIn, and Instagram.

Demonstrated ability to maintain confidentiality.

Must have excellent written communication skills.

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Ability to travel independently to other locations for College business.

Experience using Microsoft Office applications (Outlook, PowerPoint, Word, Excel and Publisher).

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exhibit solid organizational skills and be detail oriented.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide high quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

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Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: April 27, 2022. Revised: July 1, 2023.