



Classification Description

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 delivering hiring and onboarding services for faculty, executives, administrators, professional staff, temporary workers, and volunteers for assigned departments.

This position also supports engagement and outreach initiatives by enhancing the candidate experience, cultivating prospective talent pools, participating in recruitment events, and sharing employment-related expertise with students and prospective candidates. The Employment & Engagement Specialist II also collects, analyzes, and reports human resources data and key performance metrics to identify trends, evaluate the effectiveness of hiring processes, and support data-informed recommendations for improvement.

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. The position supports FSW's "Dedicate to Graduate" (D2G) mission through daily interactions and work activities. Work requires close adherence to established Human Resources policies and procedures and applicable federal and state laws.

General Responsibilities

Essential Functions

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

Maintains and 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 to build a candidate search profile or 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 the hiring manager.

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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.

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

Consults with the HR classification and compensation team in reviewing recommendations for hire to ensure internal and external pay equity and recruitment file completeness prior to seeking offer approval.

Coordinates the hiring process utilizing onboarding software.

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

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

Monitors compliance with related College Operating Procedures, the College's equity goals, and related federal and state laws and guidelines.

Utilizes candidate survey responses to continuously evaluate and improve the candidate experience, making changes to tasks, forms, and steps throughout the hiring and onboarding process.

Actively reviews current candidate pools to identify qualified candidates and relay information to appropriate hiring managers and screening committees.

Utilizes the applicant tracking system to assign tags and descriptions to candidates based on feedback from hiring managers/interview committees to match the talent pool with open positions.

Suggests new ways to attract prospective candidates, such as through 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.

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

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

Prepares reports summarizing data, 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 strategies to attract and hire qualified candidates, motivate and retain employees, address staffing issues, and maintain legal compliance.

Ensures compliance with data privacy regulations and best practices.

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 the 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 to determine if they 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, human resources, or a related field.

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

Knowledge of applicable 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.

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Must have excellent written communication skills.

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 effectively 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 knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manuals related to job duties.
- 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.

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Work Conditions/Physical Demands/Special Conditions

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

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze, and think critically.

Approved: April 27, 2022. Revised: July 1, 2023, and August 25, 2026.