



## Classification Description

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**Job Title:** Employment & Engagement Specialist I      **Pay Grade:** 109

**Job Code:** 3826      **FLSA Status:** Exempt

### **Job Purpose**

The Employment & Engagement Specialist I is a member of the Talent Acquisition team within the Office of Human Resources. This position has a primary focus in building meaningful relationships with hiring managers as well as candidates applying to work at FSW. 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 I partners with hiring managers to develop creative, 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 – Employment**

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

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

Facilitates initial meeting(s) with hiring managers, screening committees and/or department administrators in order to build candidate search profile.

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, i.e., interview practices, candidate qualifying evaluation questions, etc. to ensure a positive and consistent candidate experience.

Routinely communicates with candidates through hiring steps in the applicant tracking system (ATS) ensuring connection and compliance.

Develops, maintains and approves all tests administered to applicants at the recruitment level.

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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 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.

### **Essential Functions – Engagement**

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

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

Collaborates with other members of the Talent Acquisition Team to constantly improve the candidate experience by constantly updating the Candidate Communication Engine.

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).

Establishes working relationships with faculty members to proactively share knowledge with students in various classes at the request of faculty members.

### **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.

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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.

Two (2) 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.

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.

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### **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.

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

Approved: March 28, 2019. Revised: August 20, 2021, and November 18, 2022. Revised: July 1, 2023.