



# Talent Acquisition Associate Extension Workforce Development

## WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Talent Acquisition Associate for Workforce Development serves as a regular, full time, 12-month position with primary responsibility for recruiting, hiring and retaining a high-quality workforce prepared to address challenges in an educational environment specific to University of Illinois Extension. The successful Talent Acquisition Associate will lead, develop and implement policies and procedures for recruiting, hiring, and retaining outstanding talent for Illinois Extension's workforce that ensures procedural compliance. The individual will liaise with the Assistant Director for Diversity, Equity, Inclusion and Access and other members of the Extension leadership team to set statewide goals for an

The Talent Acquisition Associate for Workforce Development, will be located in Urbana-Champaign on the University of Illinois campus, will report to the Assistant Director for Workforce Development, and will be available to all of Illinois Extension and Outreach.

## Position Overview

- Establish and execute recruitment activities and work with assessment and selection strategies to strengthen Illinois Extension's ability to be a leader in educational programming.
- Lead and support the full cycle of the talent acquisition process including needs assessment, search strategy creation, research, recruiting, interviewing, assessments, referencing, offer creation and negotiation.
- Develop and maintain Good Faith Efforts contacts and reporting requirements for academic professional searches.
- Collaborate with and provide guidance to hiring officials and search committees to deliver effective and efficient strategies that identify, attract and lead to hiring high-quality talent.
- Write statewide and local-level position and job descriptions; collaborate with Extension leadership team as appropriate.
- Serve on campus-wide committees related to recruiting, hiring, and applicant tracking as appropriate.
- Develop search committee strategies and processes; evaluate and refine processes within Illinois Extension as needed by identifying needs and areas for improvement.

## Application Due

August 26, 2022

## Proposed Start Date

As soon as possible after the closing date

## Salary

Commensurate with experience and qualifications

## To Apply

Go To: <http://go.illinois.edu/1009924>

Log in to your account and upload a cover letter and resume.

## More Information

Immigration sponsorship is not available for this position. The position is a full-time, benefits eligible, exempt, Civil Service position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Oversee search committee activities; serve as the point of contact for applicants.
- Serve as the statewide expert on recruitment, assessment and selection subject matter to develop, implement, facilitate and update Illinois Extension's recruitment, assessment and selection policies and procedures.
- Build and strengthen key relationships by serving as a liaison to internal and external stakeholders to support talent acquisition for Illinois Extension; grow network to recruit diverse candidates to meet EEO Plan goals.
- Design and implement evaluation and assessment processes to ensure timely reporting outcomes/accomplishments regarding talent acquisition for use in state and national reports; create dashboards and datasets as appropriate.
- Develop and implement strategic actions to improve service, ensure compliance, support reporting and aid in operational and strategic decision-making processes.
- Liaise with College of Agricultural, Consumer and Environmental Sciences (ACES) Human Resources (HR) for procedural compliance.
- Collaborate with the Affirmative Action Officer, University of Illinois Extension [Assistant Director for Diversity, Equity, Inclusion and Access (DEIA)]; ensure talent acquisition efforts are in agreement with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act (ADA), and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity (EEO) Plan.
- Assist in preparation of the EEO Plan.
- Maintain confidentiality of all personnel actions.
- Collaborate on a comprehensive statewide plan for workforce development with the Assistant Director for Workforce Development and Extension leadership team as appropriate.
- Support professional development and educational programming efforts.
- Support volunteer management and relations activities.
- Perform other duties that further the mission of University of Illinois Extension as assigned.
- Participate in professional improvement opportunities when appropriate for the role of Outreach Associate for Workforce Development, Talent Acquisition.
- Provide presentations, seminars, webinars, etc., for campus and/or community audiences regarding talent acquisition.
- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension and Outreach work, assist as requested with data collection for Affirmative Action, Gender, and Targeted reports.
- Assume additional related responsibilities to enhance the mission of the unit.
- Local, regional, and statewide travel required; personal transportation required. Evening/weekend work are an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.
- Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.

## Qualifications

### Required:

- Bachelor's degree in Human Resource Administration, Management, Organizational Administration, Public Administration, Labor Relations, Business Administration or a field closely related to the position.
- Two years of work experience performing professional-level human resource duties. Demonstrated experience in talent acquisition and evaluating a workforce.

### Preferred:

- Academic background and experience in human resources, organizational management or other related field.
- Experience working with talent acquisition for a diverse workforce.
- Understanding of and commitment to the land-grant university mission.
- Experience with or understanding of the Cooperative Extension Service.
- Experience in human resources management via various technologies.

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).*

*The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

*University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.*

## Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills. Evidence of strong interpersonal skills and ability to work collaboratively within a team environment and with diverse groups. Strong leadership and creativity skills. Knowledge of civil rights laws and statutes and reporting requirements. Cultural competency and humility.

## Environmental Demands

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. A valid driver's license is preferred. Employee is responsible for securing personal transportation. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements.

## Application Procedure

Applications must be received by **August 26, 2022**. Apply for this position using the "Apply for Position" button (<https://go.illinois.edu/1009924>). Resume dates submitted must be in month/year format. Please be sure to address how you meet each requirement of the position in your cover letter and/or resume. Transcripts may be requested at the time of hire. In order to be considered as a transfer candidate, you must apply for this position using the "Apply for Position" button. Applications not submitted through this website will not be considered.

For further information about this specific position, contact Ashley Grilo ([ashleyg@illinois.edu](mailto:ashleyg@illinois.edu)). For questions about the application process, please contact 217-333-2137.

Out-of-state candidates must establish Illinois residency within 180 calendar days of the start date for this position. Illinois residency requires proof of a valid Illinois Driver's License or state of Illinois ID Card. Failure to produce the required documentation within 180 calendar days will result in immediate termination of employment.

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