Talent Management Specialist (Part-time)

<table>
<thead>
<tr>
<th>Department</th>
<th>Office of Talent and Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The University of System</td>
</tr>
<tr>
<td>Location</td>
<td>Austin</td>
</tr>
<tr>
<td>No. of Openings</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week</td>
<td>19.5</td>
</tr>
<tr>
<td>Hourly Pay Rate</td>
<td>$26.50/hour + Commensurate with experience</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Flexible within 7 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Earliest Start Date</td>
<td>ASAP</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>Indefinite</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Benefits Eligible</td>
<td>No</td>
</tr>
</tbody>
</table>

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. The University of Texas System is primarily based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions. Diversity and inclusion are core values for UT System, which serves the needs of a diverse and growing state. To that end, our review of applications will embrace the principles of the veterans and former foster children employment preferences (state laws), all of which are intended to promote diverse interview pools.

About the Office of Talent and Innovation
The Office of Talent (Human Resources) & Innovation is comprised of several specialized functions, all committed to providing exceptional employee support. We are dedicated partners focused on maximizing the value of human capital in alignment with the values and initiatives of UT System. We are committed to delivering quality customer service and encourage innovation to support and optimize the goals of UT System.

Essential Functions
Purpose: Under general supervision, the Talent Management Specialist will be responsible for performing a variety of duties in support of Human Resource functions within the areas of recruitment, hiring, job classification, and compensation functions.

- Monitor status of position vacancies in HR Information System (HRIS) including (but not limited to) disposition of candidates, interview, and job offer.
- Proactively generate candidates sourced from LinkedIn for posted positions.
- Support review and maintenance of UT System Administration job descriptions.
- Research and recommend job title, classification, and minimum qualifications for essential & marginal job functions.
- Obtain references for new hire candidates.
- Respond to information requests in timely manner.
- Backup support to review job postings in the applicant tracking system (ATS) and related selection materials to ensure completeness and accuracy of data, preparing announcements for posting on internal and external job boards.
- Backup support to facilitate the orientation and onboarding process including compliance monitoring (I-9, statutorily required items, etc.)
- Other duties as assigned.
Required Qualifications
Bachelor’s degree or equivalent combination of education and one-year related work experience or HS Diploma/GED and four years’ related work experience.

Preferred Qualifications
- Prior HR experience
- Higher education or state government experience
- PeopleSoft HRIS experience
- aPHR, PHR, or SHRM-CP certification

Working Conditions
Work is performed in an office environment. Uses personal computer and other standard office equipment. Hybrid working environment (in-person and remote options).

How to Apply
Send one email to sgil@utsystem.edu including required application materials as specified below.
- Subject Line: Talent Management Specialist (Part-time) - First Name Last Name
- Attach the following documents as Word or PDF files:
  - REQUIRED - Resume

Additional Information
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action
The University of Texas System is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Talent & Innovation.

Please direct questions to the Office of Talent & Innovation.