

UW HEALTH JOB DESCRIPTION

TALENT ACQUISITION PROJECT COORDINATOR

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|--------------------------------------------|----------------------------|---------------------------------------|---------------------------|
| Job Code: 350050 | FLSA Status: Exempt | Mgt. Approval: D. Kinney-Smith | Date: October 2022 |
| Department: HR – Talent Acquisition | | HR Approval: S. Whitlock | Date: October 2022 |

JOB SUMMARY

The Talent Acquisition Project Coordinator is responsible for enhancement monitoring and successful implementation of all ORC upgrades and related projects and systems. This position partners with various areas of Human Resource and outside vendors in researching, coordinating and leading/assisting with system implementation, enhancements and upgrade projects.

The Talent Acquisition Project Coordinator conducts research and makes suggestions to the design of the HR systems in support of the Talent Acquisition team and projects, continually monitors information needs for future development and serves as the lead liaison with Human Resources Information Services, customers and vendor staff to resolve problems. The Talent Acquisition Project Coordinator has a comprehensive understanding of the Talent Acquisition systems and maintains the skilled knowledge to accomplish the improvement objectives.

The incumbent will act as a consultant, advisor and mentor to peers in Talent Acquisition on systems and will assist team-members with questions. This position serves as a lead in training and as the main contact for troubleshooting and problem resolution related to ORC.

Proactively evaluates current talent acquisition processes and consistently seeks opportunities for alignment and improvement to create efficiencies. The Talent Acquisition Project Coordinator will create and maintain process documentation for all Talent Acquisition processes. Additionally, incumbent maintains a Talent Acquisition Project Log to document all projects completed and report frequent status updates and results to the Talent Acquisition leadership team.

The Talent Acquisition Project Coordinator works with minimal supervision and must be self-directed, creative, and comfortable with autonomy. The Talent Acquisition Project Coordinator will be expected to understand and use UW Health principles and tools in managing projects, work systems and processes.

MAJOR RESPONSIBILITIES

- Provides full-cycle project management for small to mid-scale projects in conjunction with HRIS, HR departmental leaders and outside vendors to provide solutions to a variety of Talent Acquisition needs.
- Partners with appropriate leaders and areas of HR to define and identify Talent Acquisition system enhancements and potential solutions that affect the hiring and onboarding of new hires. Partners closely with HRIS to discuss proposed changes, refine solutions, develop, test and implement for Talent Acquisition.
- Conducts full cycle recruitment (recruitment specialist and recruiter duties) for assigned positions to maintain subject matter expertise and understand/recommend process improvements.
- Proactively identifies new trends and technologies for possible implementation within Talent Acquisition and makes recommendations on replacing or improving existing ineffective systems or processes.
- Works on problems of various scope where analysis of issues or data requires a review of identifiable factors; exercises significant judgment within defined procedures and practices to determine appropriate action; recommends changes to existing procedures and practices based on research and data analysis.
- Conducts presentations/demonstrations of new functionality, new systems, and prototypes of new solutions to Talent Acquisition and/or departmental leadership.
- Demonstrates strategic thinking to guide alignment with organizational goals and Talent Acquisition priorities.
- Evaluates current Talent Acquisition processes and seeks opportunities for process alignment and continuous improvement.
- Creates and maintains process documentation for all Talent Acquisition processes.
- Maintains a Project Log to effectively document and monitor Talent Acquisition projects.
- Provides Talent Acquisition data analytics and statistics, utilizing a variety of reporting tools, dashboard tools, and data sources to deliver actionable data to Talent Acquisition leadership.
- Provides support and develops materials for user training and education for the Talent Acquisition team and end users of Talent Acquisition systems.
- Other duties as assigned including special projects.

UW HEALTH JOB DESCRIPTION

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

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| Education | Minimum | Bachelor's Degree in Human Resources, Management, Information Services or related field. Four (4) years of experience in sourcing, recruitment and selection related activities may be considered in lieu of the Bachelor's degree in addition to the experience below. |
| | Preferred | |
| Work Experience | Minimum | Three (3) years work experience in Recruitment, Human Resources, talent sourcing with project management experience in HR and related technical systems |
| | Preferred | Experience working with Oracle Recruitment Cloud, PeopleSoft, Taleo, other HRMS systems |
| Licenses & Certifications | Minimum | |
| | Preferred | Six Sigma or project management certifications |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Excellent communication skills (verbal and written) • Customer service • Presentation skills • End user training • Project Management concepts • Analytical and data analysis • Experienced knowledge of Recruitment HR Systems • Skills in Microsoft Word, Excel and PowerPoint |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

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|--------------------------|-----------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input checked="" type="checkbox"/> | Adolescent (13 – 19 years) |
| <input type="checkbox"/> | Toddlers (1 – 3 years) | <input checked="" type="checkbox"/> | Young Adult (20 – 40 years) |
| <input type="checkbox"/> | Preschool (4 – 5 years) | <input checked="" type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years) | <input checked="" type="checkbox"/> | Older Adult (Over 65 years) |

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| X | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |

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| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.