



NEBRASKA STATE GOVERNMENT
invites applications for the position of:

Temporary Talent Acquisition Assistant

SALARY:	\$15.41 Hourly
OPENING DATE:	05/09/22
CLOSING DATE:	Continuous
JOB TYPE:	TEMP FULL TIME
LOCATION:	Lincoln, Omaha, or Grand Island
DEPARTMENT:	Department of Transportation
DESCRIPTION:	

Are you a "people person" who is looking to grow in the HR profession? A day in the life of the Talent Acquisition Assistant is never the same, but, in this role, you will be assisting the Talent Acquisition Team in attracting the best talent out there, scouting potential candidates through various channels, and building promising talent pipelines for future growth. The ideal candidate for this role is someone who is truly passionate about people, has a growth-oriented mindset, is a creative thinker, and enjoys collaborative work. At the Nebraska Department of Transportation (NDOT), we provide the best possible transportation system for the movement of people and goods that promotes safety, mobility, and economic growth, which enhances the quality of life for all Nebraskans. Our culture is vibrant, and teammates feel valued as individuals and as part of our team. We hire good people who share our sense of pride and are excited to make a difference in the lives of fellow Nebraskans.

EXAMPLES OF WORK:

Responsibilities include, but are not limited to, assisting the Talent team with:

- Managing full life cycle recruiting across multiple functions.
- Crafting job advertisements and developing screening criteria and interview questions.
- Creatively sourcing top-notch candidates via multiple channels while creating and maintaining a great candidate experience.
- Researching and identifying innovative advertising platforms.
- Screening applications/resumes and interview candidates.
- Extending offers of employment and write offer letters.
- Actively communicating with candidates.
- Developing a strong network to build talent pipelines for various positions that accommodate current and future business demands.
- Working with local high schools, colleges, professional organizations, and other stakeholders to conduct outreach and promote NDOT and its various career opportunities.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: One year of coursework or training in personnel management, business administration, public administration or office/administrative or two years of related experience.

PREFERRED:

- Proven experience providing outstanding customer service in a fast-paced environment.
- Prior recruitment experience preferred but not required.
- Experience collecting and analyzing data.

OTHER:

- Valid driver's license or the ability to provide independent authorized transportation.
- Regular and reliable attendance is also required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Outstanding verbal and written communication skills, with a high attention to detail and a collaborative nature.
- Strong mentality for continuous improvement, exceeding internal customer expectations and providing outstanding customer service.
- Strong organizational and time management skills.
- Ability to manage multiple projects simultaneously and work in a fast-paced, dynamic environment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

1526 K Street, Suite 100
Lincoln, NE 68508

state.jobs@nebraska.gov

Equal Opportunity Employer

Position #202202305
TEMPORARY TALENT ACQUISITION ASSISTANT
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