

Talent Acquisition Partner

Position Details

Position Information

Position Title	Talent Acquisition Partner
Job Type	Full Time - 12 months
Position Summary	The Talent Acquisition Partner serves as Doane University’s lead recruiter and talent ambassador, proactively identifying, attracting, and hiring exceptional employees who advance the University’s mission. Success in this position requires an individual who enjoys meeting new people, confidently initiates conversations with strangers, and views recruiting as relationship building rather than simply filling vacancies. This position actively seeks and develops relationships with talented professionals, including passive candidates who may not be actively seeking new opportunities. Through strategic sourcing, networking, social media, direct outreach, and relationship building, the Talent Acquisition Partner creates robust candidate pipelines that support the University’s long-term workforce needs. This position partners closely with hiring managers throughout the recruitment and onboarding process, serving as a trusted advisor on hiring strategies, candidate evaluation, interview best practices, and successful employee integration. The Talent Acquisition Partner also supports general HR operations and special projects while maintaining exceptional customer service for employees across the University.
FLSA Questionnaire	ADMINISTRATIVE: Nonmanual work directly related to business operations requiring the exercise of discretion and independent judgment with respect to matters of significance. (examples: director, manager, supervisor, administrator)
Supervisory Responsibilities	No
Describe Supervisory Responsibilities	
Minimum Required Education/Training	Bachelor’s degree/equivalent experience considered
Minimum Required Experience	2 years
Minimum Experience- Description	• Bachelor’s degree in Human Resources, Business Administration, Communications, Marketing, or related field (or equivalent experience). • Two years of progressively responsible recruiting or talent acquisition experience. • Successful sourcing of passive candidates through networking, social media, direct outreach, and relationship-building strategies using phone calls, email, LinkedIn, and other networking platforms. • Experience managing multiple recruitment processes simultaneously.

Required Knowledge/Skills/Abilities

Talent Acquisition

- Demonstrated ability to proactively identify, source, and recruit qualified candidates.
- Ability to develop relationships with passive candidates who are not actively seeking employment.

- Ability to build and maintain talent pipelines for current and future hiring needs.
- Strong interviewing and candidate assessment skills.
- Ability to develop creative sourcing strategies for difficult-to-fill positions.

Communication

- Exceptional interpersonal and relationship-building skills.
- Confident and professional telephone presence.
- Outstanding written and verbal communication skills.
- Ability to comfortably initiate conversations with individuals at all organizational levels.
- Ability to represent Doane University with enthusiasm, professionalism, and authenticity.

Organization

- Ability to manage numerous searches simultaneously while maintaining exceptional attention to detail.
- Strong project management and organizational skills.
- Ability to prioritize changing workloads in a fast-paced environment.

Human Resources

- Working knowledge of employment laws and recruitment compliance.
- Ability to maintain confidential information.
- Ability to coach hiring managers throughout the recruitment process.
- Proficiency with Microsoft Office or Google Workspace and HR information systems.

Required Licenses/Certifications

Preferred Education/Training

Master's degree

Preferred Experience Description

- Experience in an HR Generalist role
- Experience using an applicant tracking system (ATS)
- Experience in a higher education setting

Preferred Knowledge/Skills/Abilities

- Boolean search techniques.
- LinkedIn Recruiter.
- Employment branding.
- Recruitment analytics and metrics.
- Higher education hiring practices.
- Behavioral interviewing.
- Diversity recruitment strategies.

Preferred Licenses/Certifications

Background Check Required

Yes

Job Duties

Critical job duties that are the primary reason for the position's existence. Describe desired outcomes, with just enough detail for clarity. Avoid making a detailed list of steps. List in order of importance and assign approximate percentage of time for each duty.

Job Duty Name

Talent Acquisition and Strategic Recruiting

Description of Job Duty

Serve as the University's primary recruiter by developing proactive recruiting strategies that identify, attract, and hire outstanding employees.

Responsibilities include:

- Build relationships with hiring managers to understand hiring needs.
- Develop creative sourcing strategies for every search.
- Identify and recruit passive candidates through LinkedIn, professional organizations, networking events, referrals, and direct outreach.
- Conduct cold calls and personalized outreach to prospective candidates.
- Build and maintain talent pipelines for future vacancies.
- Write compelling job advertisements and recruitment campaigns.
- Screen applicants and conduct initial interviews.
- Coach hiring managers on effective interviewing techniques and candidate evaluation.
- Serve as the University's employment ambassador at career fairs, networking events, and community functions.
- Promote Doane's employment brand through social media and professional networking platforms.
- Analyze recruitment metrics and recommend improvements to hiring strategies.

Essential Duty?

Yes

Percentage Of Time

60

Job Duty Name

Onboarding & Hiring Manager Support

Description of Job Duty

Partner with managers to ensure new employees experience a welcoming and successful transition into the University.

Responsibilities include:

- Coordinate pre-employment activities.
- Prepare onboarding materials.
- Facilitate new employee orientation.
- Coordinate background checks and employment verification.
- Assist managers in preparing onboarding plans.
- Serve as a resource throughout the employee's transition into the organization.

Essential Duty?

Yes

Percentage Of Time

20

Job Duty Name

Human Resources Operations

Description of Job Duty

Support the Human Resources department by assisting with operational functions including:

- Employment documentation and Forms I-9.
- HRIS and employee data maintenance.
- Payroll and benefit paperwork.
- Policy interpretation and employee questions.
- HR compliance activities.
- Employee relations support.
- Special HR projects.
- Cross-training and backup support for other HR team members.

Essential Duty?

Yes

Percentage Of Time

20

Physical/Environmental/Working Conditions**Working Conditions**

Occasional travel between the Lincoln and Crete campuses – primary work site is the Crete campus

Travel Required

No

Physical Requirements	Sedentary work
Physical Assessment Required?	No
Balancing	
Stooping	
Kneeling	
Crouching	
Reaching	
Standing	
Walking	
Climbing	
Other	
Outdoor Exposure	Primarily exposed to indoor elements

Supervisory Position

Supervisor Position Description

Job Title	Director of Human Resources
Position Number	30HROF-DIRC1
Org Unit	Leadership Team
First Name	Anne
Last Name	Ziola
Email	anne.ziola@doane.edu

Position Documents

No documents have been attached.