

The University of Texas at San Antonio

Job Description

Job Title: Advancement Talent Management Coordinator
Code: 19110
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Operations & Advancement Services
Reports To: In accordance with specific departmental policies

Summary

Function: To provide specialized skills related to talent management to support fundraising initiatives.

Scope: Responsible for coordinating talent management activities and processes to hire, retain, and engage highly-skilled talent in Development & Alumni Relations.

Duties

Typical:

1. Plan and coordinate logistics for department and division-wide events and activities related to talent management, including but not limited to onboarding, training, team building, and staff appreciation.
2. Lead efforts that will provide students the opportunity to gain an understanding of career opportunities in advancement; develop and coordinate programs such as orientations for interns and work study students
3. Assist with all aspects of the recruitment and hiring process including drafting and posting job postings and advertisements, maintaining applicant screening matrices and documentation, scheduling interviews, conducting reference checks, and moving selected candidates through final hiring process.
4. Develop internal communications including announcements, presentations, training materials, newsletter content, and employee engagement content.
5. Develop and manage training and employee engagement calendar
6. Assist with identifying areas to create further efficiencies in the Talent Management team and troubleshoot issues.
7. Coordinate special projects and perform other duties as assigned.
8. Perform other duties as assigned.

Education

Required	Preferred
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Bachelor's degree from an accredited institution.	Advanced degree in organizational communication or related field
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Other Requirements

Required	Preferred
Demonstrated project management skills, delivering projects on tight deadlines	Experience working with cross-functional teams
Proven track record of taking ownership and successfully delivering results in a fast-paced, dynamic environment.	
Excellent writing, storytelling, and presentation skills.	
Highly proficient with PowerPoint	
Strong business acumen with the ability to link communications and initiatives with business objectives	
Strong problem solving and consensus building skills	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of similar experience.	Experience working in Development, Human Resources, Marketing, Communications, Organizational Development, Public Relations, or similar field

Equipment

Required	Possible
Knowledge of personal computers and standard office equipment.	Experience utilizing recruitment software and/or fundraising CRM platforms.
Proficiency with Microsoft Office applications.	

Working Conditions

Usual	Special
Normal office environment	N/A

Supervision

Received	Given
Director of Engagement and Talent Development	General supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
