

Talent Acquisition Specialist - Full-Time, One Year Term Human Resource Services

Full-Time, Term Position Available with possibility of an extension

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

The successful candidate will be responsible for delivering all facets of recruiting for both unionized and excluded positions within the College. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Talent Acquisition Specialist plays a critical role in ensuring we are hiring the best possible talent by developing and executing recruiting plans, networking through industry contacts, association memberships and trade groups. This role will be responsible for coordinating/implementing college recruiting initiatives, administrative duties and reporting. An essential element of this position is the ability to conduct effective interviews using competency based models.

Required Qualifications:

- Post-secondary education with a focus on Human Resources and/or Business, or an equivalent combination of education and experience may be considered
- Demonstrated experience in recruitment and selection processes
- Experience in creating and conducting interviews, and assessing applicants
- Knowledge of hiring practices, interview techniques, tracking processes and recruiting metrics
- Knowledge of recruitment advertising, marketing techniques and best practices
- Excellent networking skills to build and maintain talent pools to support the recruitment process
- Experience supporting and contributing to departmental projects and strategic initiatives
- Basic understanding and experience with human resource functions
- Experience interpreting legislation, policies and procedures
- Strong interpersonal and communication skills and the ability to work effectively in a team environment and with external stakeholders
- Excellent organizational and time management skills with the ability to work with vast amounts of information and meet deadlines while working under pressure
- Strong analytical and problem solving skills
- Must have experience and proficiency in the various applications within Microsoft Office Suite
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Experience using social media as a recruitment tool
- Experience with actively seeking and sourcing suitable candidates for open positions
- Experience recruiting in a unionized environment

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- Incumbent must provide a current and satisfactory Criminal Records Check

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-015
Closing Date: February 16, 2018
Salary Range: \$36,000 to \$47,000 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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