



POSITION TITLE: Human Resources – Talent Acquisition Analyst	TERM OF EMPLOYMENT: 12 months
DATE: 1/29/2024	DATE OF PREVIOUS REVISION: 01/29/2026
FLSA EXEMPTION STATUS: Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, The Talent Acquisition Analyst will drive the organizations recruitment processes by identifying hiring needs, sourcing candidates, assisting in the preparation of interviews, and collaborating with organizational leadership to fill current and future organizational needs. This position will collaborate with multiple levels of the organization and will strive to retain highly quality talent.

ESSENTIAL JOB FUNCTIONS	
1.	Develop a comprehensive recruitment and marketing plan for the district, including all positions, classified and non-classified.
2.	Manage the district’s recruiting platforms (LinkedIn, Handshake, Indeed, and other relevant job boards) to find talent.
3.	Conduct regular monitoring of employee retention rates and analyze data to identify trends and potential areas of concern.
4.	Plan and host organizational recruiting events

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Develop and source from a pipeline of qualified active and passive talent as new positions become available.
3.	Collaborating with institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers Program for



	the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract new employees.
4.	Interviewing/screening candidates for the purpose of ensuring that they are qualified and meet the district's recruitment needs.
5.	Conduct regular monitoring of employee retention rates and analyze data to identify trends and potential areas of concern.
6.	Partner with Communications to design, refine, and implement innovative recruiting strategies.
7.	Conduct and oversee Student Teacher placements and initiate the Memorandum of Understanding process with colleges and universities.
8.	Collaborate with HR and management teams to develop and implement retention programs and policies.
9.	Develop and present to college students about careers in education.
10.	Manage the creation and revision of job descriptions for the organization.
11.	Participates in departmental, district level and other meetings/committees as directed by supervisor
12.	Conduct intake meeting with Directors to review position needs and vacancies.
13.	Oversee social media platforms to bring awareness about opportunities within the school district.
14.	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field. 	<ul style="list-style-type: none"> Professional HR Certification(s) such as Professional in Human Resources (PHR), Senior Professional in Human Resources



<ul style="list-style-type: none">• Two to three (2-3) years of recruitment or general human resources experience.	<p>(SPHR), Society for Human Resources Management – Certified Professional (SHRM-CP), or Senior Certified Professional (SHRM-SCP), or equivalent.</p> <p>Hold a valid NC teaching license preferably in Science, Technology, Engineering or Math (STEM area).</p>
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KNOWLEDGE, SKILLS, AND ABILITIES

TYPE OF JOB KNOWLEDGE, SKILL AND/OR REQUIRED LICENSING/CERTIFICATION:

- Knowledge and understanding of federal, state, and local employment laws, regulations, and compliance requirements, to include those pertinent to education systems.
- Familiarity and experience with job boards, HR software, and candidate sourcing systems.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups
- Excellent written and verbal communication, and interpersonal skills with an adeptness at building relationships and collaborating with various departments to understand their talent needs.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations
- Provide and deliver professional, helpful, high-quality service and assistance before, during, and after requirements are met.



PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.