



# Recruiting Coordinator

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**Working Title:** Recruiting Coordinator  
**Pay Grades:** 15, 16

**Job Family:** Human Resources  
**Levels:** I, II

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## Organizational Overview

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Talent Acquisition is an office in Human Resources within the Division of Administration and Finance that supports the University of Central Florida's (UCF's) talent acquisition needs for temporary and permanent staff roles.

## Position Summary

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Support recruiting efforts in coordination with the Talent Acquisition Partner for staff and temporary positions. Responsible for working with Talent Acquisition Consultants and HR Partners to manage requisitions, source and attract candidates, and facilitate the hiring process in conjunction with the HR team for the unit. Maintains a thorough understanding of jobs and associated requirements across the university. Fields questions on recruiting related practices and strategies, escalating questions as appropriate. Provides Workday expertise and process support; leveraging system to manage candidates and complete the hiring process.

## Example of Duties

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- Facilitate recruiting business processes in Workday by reviewing and approving hiring manager-initiated processes or initiating processes on behalf of the hiring manager.
- Create and manage requisitions in partnership with HR Coordinators, HR Partners, and unit hiring managers.
- Create and manages job or evergreen requisitions in Workday.
- Assist in drafting of position postings and advertisements.
- Place advertisements in support of the sourcing plan.
- Keep Talent Acquisition Consultant, HR Partner, HR Coordinator and HR Business Center team informed on key recruiting activities.
- Manage candidate pools, reviewing candidates to evaluate qualifications against position requirements and ensuring a quality candidate experience.
- Leverage technology and other tools for additional screening or applicant management.
- Complete reference checks.

- Assist in preparation of employment offer and initiates onboarding process.
- Disposition and communicate with non-selected candidates.
- Represent university at job fairs and other recruitment activities.
- Build talent networks internally and externally to the university to find qualified active and passive candidates.
- Maintain working knowledge of all applicable HR policies and procedures.
- Escalate complex recruitment issues as appropriate to Senior HR Partner.
- Ensure process compliance with applicable rules, regulations, and policies.
- Help ensure compliance with Affirmative Action Plan goals, tracks all applicant changes, and collects any relevant documentation.

## Qualifications

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**Minimum Qualifications:** High School Diploma or equivalent and (0 - 4+) years of relevant experience or combination of relevant comparable education and experience.

### Relevant Experience:

- Experience providing HR or recruiting support.

### Preferred Qualifications:

- Bachelor's degree
- Related certification
- Higher education experience

### Competencies:

- Excellent written and verbal ability to explain facts, policies and practices to potential candidates.  
Strong customer service focus and desire to support candidates and managers in the hiring process.
- Ability to learn Workday ERP software.
- Ability to work independently and be part of a team environment while developing highly effective and valued professional relationships with peers, colleagues, and cross-functional teams and to conduct oneself in an ethical manner.
- Excellent organizational skills, attention to detail, and ability to keep confidentiality.

### Physical Environment

Standard office environment with no unique physical demands.

### **Physical/Cognitive Requirements**

- Employee must be able to sit or stand for prolonged periods of time
- This role routinely uses standard office equipment
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading

### **Responsibility for Confidential Data**

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor, and confidence.