



Vice President of Talent Acquisition & Development

Job Title: Vice President of Talent Acquisition & Development (VPTAD)

Division: PSA Executive Suite- Human Resources // **Job Level:** Middle - Management // **Reports to:** Executive Vice President of Operations (EVPO)

Supervises: N/A // **Co-VPs:** Vice President of Design & Outreach and Vice President of Personnel

Job Purpose:

The Executive Suite provides administrative support to the ten student-run businesses operated by Penn Student Agencies. This support includes: strategic business development; human resources for all student employees; marketing initiatives to inform others of the services offered by PSA; and events to bring the PSA community closer together.

The Vice President of Talent Acquisition & Development takes on regular independent tasks to help ensure the efficiency of Penn Student Agencies Human Resources. The VPTAD supervises Talent Acquisition (sourcing, recruitment, employer brand, onboarding) and then Development (learning, pipelining, training) once new hires join the organization. VPTAD responsibilities include working with Executive Leadership to craft sourcing strategies for various roles, from entry-level to executive-level positions. The VPTAD ensures we provide an excellent candidate experience, while meeting our business goals and filling our vacancies. Ultimately, you will build a strong employer brand for PSA and its businesses so that we can develop strong talent pipelines for current and future hiring needs.

Core Duties & Responsibilities & Expectations:

- Execute & Manage PSA Talent Acquisition processes and procedures for all Director Hiring and Agencies (hiring, interviewing, applications).
 - ◆ Proactively identify and address hiring needs for each business and experience level
 - ◆ Evaluate and refine sourcing and selection procedures
 - ◆ Oversee and improve overall candidate experience
- Conduct the processing of new hires (orientation, onboarding) in tandem with the VPP
- Maintain & create confidential Human Capital Database records in accordance with Human Resources functions
- Maintain talent pipelines with potential candidates and past applicants for future staffing needs
- Design and execute recruiting strategies to attract, evaluate and hire qualified candidates
- Conduct analysis of effective recruitment strategies, and research campus resources and partnerships that will improve recruitment and retention rates for PSA.
- Promote diversity in the workplace and ensure recruiting strategies attract diverse candidates
- Organize recruitment events to establish a strong employer brand
- Participate in our company's strategic planning regarding employee development and engagement
 - ◆ Ensure pipelines to leadership and executive level positions are clear and promoted
- Compose and send out the Talent Acquisition listserv correspondences
- Collect, organize, and send out recruitment reports to the Board of Directors
- Collaborate with the President, EVPO, VPP, EVP, and VPMs on execution of recruitment events, implementation of onboarding programs, and planning of PSA community events (GBMS & PSA Day)
- Provides input and feedback to the Executive Suite Directors
- Attends bi-weekly meetings with the PSA President, EVPO, VPP, PSA EVP, VPMs and the PSA General Manager.
- Collaborates with the PSA Marketing Team on execution of projects by providing feedback.
- Serves on the minimum review board for pitched business ventures.
- Available for other duties as assigned or related to subsets of responsibilities by the EVPO

Attendance Requirements:

- Attend all Weekly Human Resources Team and Weekly Executive Suite Team Meetings
- Attend all Biweekly Meetings with the Executive Suite and PSA General Manager
- Attend all assigned PSA Meetings and Events
- Attend all Recruitment and Talent Acquisition related events and meetings.
- Attend all of PSA Semesterly GBMs

Preferred Experience & Skills:

- Strong communication skills and professionalism are required as this position communicates with all PSA members and several Penn administrators.
- Must be organized, responsible, approachable, friendly, able to act quickly and meet deadlines, self-motivated and responsive to email.
- Advanced Knowledge or proficiency with Microsoft Office Suite & Google Applications (Microsoft Access & Excel / Google Sheets)
- Familiarity or proficiency with statistical software is a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- You are entrepreneurial and work well in a rapidly changing environment

Acquired Skills:

- **Interpersonal Communication and Presentation Skills** - Developed through communicating with team members and commanding an audience during GBMs and Recruitment Events
- **Time Management and Strategic Prioritization** - Developed through working on various ongoing and regular projects and assignments across PSA divisions and teams
- **Attention to Detail & Procedure Design** - Ability to efficiently allocate your cognitive resources to achieve thoroughness and accuracy when accomplishing tasks and minimize errors in final documents and trainings to effectively communicate critical information
- **Human Capital Management & HR Key Performance Indicators & Proficiency in WorkDay** - Understanding metrics such as Retention, Productivity, and Applicant Yield to develop strategies and programs to support employees and teams.
- **Strong supervisory and leadership skills** - Developed through self-management and enforcement of Human Resources and Payroll policies.
- **Thorough knowledge of employment-related laws and regulations** - Developed overtime through trainings and research to develop trainings, programs, and strategies

Wage: Starting at \$10.00 per hour depending on experience. Additional Compensation as determined by the Executive Vice President of Operations.

Hours: 8-12 hours per week, depending on PSA needs and the time of year.

This position is not contractual; however, semester performance evaluations may lead to re-evaluation of employment if deemed necessary.