

Part-time Talent Management Coordinator, University of Delaware Department of Athletics and Recreation Services

(1 position available starting July 1 2022. \$18 hourly, up to 25-30 hours a week)

University of Delaware

Newark, DE

Context of Job:

The Part-Time Talent Management Coordinator, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Achieving Excellence Together.”

The Talent Management Coordinator is responsible for assisting in all aspects of the Talent Management functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware which includes oversight of the logistics for employee engagement events, learning and development programming, and all staff meetings.

Provides administrative and project-related assistance to the Talent Management Program. This assistance includes support of the Talent Management work efforts (project support), learning program administration (photocopying, calendaring, and project support).

Major Responsibilities:

Project Management

- Directly manage and execute projects as assigned by the Divisional Director, Talent Management.
- Supports execution of All-Team meetings, Retreat meetings, and all staff events.
- Generates, develops, and presents on a monthly/quarterly basis ad-hoc and standard HR reports in MS Excel and PeopleSoft to the HR Manager including but not limited to; turnover, compensation, time to fill, vacation balances, headcount/FTE growth, NCAA EEO report.
- Assists with the annual performance review process by sending reminders during review time, running completion/outstanding/rating reports, and reviewing finalized reports for compliance with internal employment guidelines and objectivity.
- Assist with creating and documenting HR-related processes and procedures and participates in the review and development and/or modification of operating procedures and systems.
- Partners with the Divisional Director to set Talent Management programs up for success, including tracking against project plans, capturing notes and action items in key meetings, and regularly sending out status reports to relevant stakeholders.
- Conducts post project/program evaluations in partnership with the Talent Management team, including capturing relevant, timely feedback and incorporating successes and areas for improvement into future iterations of the programs.

- Continuously evaluate current systems and process and advocate for enhancements to support business and operational objectives.

Culture and Engagement

- Support the day-to-day program strategy and partner management for the annual all-employee engagement survey and integrate culture survey insights into talent practices.
- Supports recognition and employee appreciation efforts. (i.e., 5 yr. anniversary, retirement, PIIE cards)
- Creates content and disseminates department-wide communication in support of key announcements as well as professional development and engagement initiatives. Inclusive of Department Newsletter.
- Maintains and creates new content and resources for internal department Portal (BERNI) to reflect current initiatives. Responsible for the content as well as the look and feel of the site.
- Creates and facilitates monthly energizers to engage and educate employees on a variety of topics related the business of Athletics and Recreation Services.
- Provide new ideas and ways to continuously improve the employee experience

Learning and Development

- In partnership with the Divisional Director, Talent Management supports the logistics and planning of impactful learning experiences aligned to needs of the department each semester.
- Serve as a facilitator for various learning programs and create content as needed.
- Annually review New Employee Orientation program and update to current information.
- Manage the first year onboarding toolkit including periodic evaluation of programming.
- Performs miscellaneous job-related duties as assigned in a highly dynamic environment.

Minimum Qualifications:

- Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
- Excellent interpersonal skills.
- Ability to prioritize multiple projects.
- Effective time management skills.
- Excellent communication skills.
- Ability to handle information in a confidential, objective and professional manner.

To apply for this position, send your cover letter and resume to sdodia@udel.edu.

Equal Employment Opportunity

Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at

<http://www.udel.edu/aboutus/legalnotices.html>