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

(1 position available starting July 1, 2021. $15 hourly, 24 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 “Inspiring Greatness 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 coordinating interviews and new employee onboarding, maintaining employee files, and oversight of the logistics for employee engagement events, learning and development workshops and the Internship Program.

Provides administrative, recruitment and project-related assistance to the Talent Management Program, while coordinating and maintaining the human resources and personnel work flow of the Athletic and Recreation Services Department. This assistance includes support of the Talent Management work efforts (project support), learning program administration (photocopying, calendaring, and project support).

Major Responsibilities:

- Assist in recruiting by creating hold files for future potential candidates.
- Managing the recruiting email inbox and responding to inquiries.
- Provide administrative support for Talent Management projects as needed. (Interview agendas, onboarding agendas, calendaring).
- Coordinates applicant questionnaire processes, resume screening, external postings, complex travel and hotel arrangements, campus tours, and web based interviews.
- Corresponds with candidates by phone and email providing excellent customer service.
- Works closely with Finance and Administration to submit candidate expense reports in a timely manner.
- Manages and updates all candidate information through the interview process in the recruitment database, in electronic files and on recruiters' calendars.
- Manages and tracks recruitment processes and procedures to ensure for completion, accuracy and consistency.
- Maintains email and contact directories for DIARS.
- Maintains and updates DIARS organizational and flow charts.
- Maintain Human Resources files and the Human Resources section of the Department Intranet.
• Creates and updates presentation materials, project plans and reports as requested.
• Organizes logistics (room bookings, room setup, catering, and supplies) of meetings, retreats and training sessions on behalf of the TM Director.
• Maintains and updates on-boarding documents.
• Schedules 180 day check in meetings with TM Management Director and other department team members for new team members as necessary.
• Maintains and updates checklist for off-boarding and distributes/communicates this information to appropriate parties as staff leaves the department.

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