

## **Mgr, Diversity, Equity, & Inclusion**

### **Job Code 50037955**

#### **General Description**

Responsible for building and developing the university's talent acquisition program with a focus on effective recruitment and staffing.

#### **Examples of Duties**

Develop recruiting and talent acquisition initiatives.

Review hiring practices to ensure compliance with university initiatives.

Creation, maintenance, and implementation of the university's yearly affirmative action plan.

Implement goals, objectives, and key performance indicators.

Implement tools and recruiting approaches to develop and maintain a highly qualified and diverse candidate pool.

Develop a recruitment plan for administrative and staff positions.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Texas State University System rules and regulations, University Policy and Procedure Statements, federal and state HR laws including but not limited to FLSA, ADA, Veteran's Administration, Homeland Security, federal immigration, and the Fair and Accurate Credit Transactions Act, and human resources management practices relevant to area of assignment; online employee application systems and processes including the university's EASY application; and employee testing programs including the university's OPAC programs.

**Skill in:** Promptly and accurately responding to requests for written information; preparing spreadsheets, reports, memos, and job postings; working as a team member; mediating disputes; appointing staff per policy; supervising staff; identifying problems inhibiting subordinates work performance; and verifying and monitoring subordinates' time usage.

**Ability to:** Read and interpret policies, procedures and requests; create and maintain HR metrics; perform intermediate math; communicate with others and convey complex information; supervise employees effectively; conduct presentations; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

#### **Other Requirements**