

**Institution**

University of Missouri – Columbia

**Hiring Department**

Division of Inclusion, Diversity and Equity (IDE)

**Job Description**

The Faculty Recruitment and Engagement Specialist (FRES) is a member of the Inclusive Engagement team in the Division of Inclusion, Diversity and Equity (IDE), and is a key factor in the success of the university's Inclusive Excellence Framework. Under the direction of the Executive Director for Inclusive Excellence and Strategic Initiatives, the FRES will provide operational and technical support for the academic recruitment process, and related diversity planning and assessment reporting. The FRES will also partner with the university's Affirmative Action Officer (AAO) to embed affirmative action/equal employment opportunity (AA/EEO) into the academic recruitment/selection process.

This individual will support the development and execution of initiatives to establish and grow diverse hiring pipelines, therefore innovative attraction techniques, and multifaceted D&I, AA, and EEO awareness efforts will be crucial. The FRES will be responsible for tracking data involved in every aspect of the recruiting process and will contribute to the development of new business processes, tools, and methods that will further enhance the university's diversity employment profile. The FRES will regularly collaborate with staff in IDE and HR, and with departmental administrators and faculty members.

**Key Responsibilities:**

- Assist the Office of Inclusive Engagement by continually evaluating recruitment practices, opportunities, and partnerships to increase ability to source and attract diverse candidates, and to develop inclusive departmental practices that ensure the retention of diverse faculty.
- Review all academic job postings, position descriptions, diversity recruitment plans, and candidate pools to ensure diversity and inclusion, as well as EEO/AA
- Facilitate faculty search committee training and related diversity trainings in conjunction with Inclusive Engagement and IDE staff.
- Ensure applicant tracking and dispositioning occurs in order to collect diversity dashboard data
- Analyze dashboard diversity recruitment data throughout the recruitment life-cycle; generate reports based on data to communicate proactive recommendations to enhance diversity efforts
- Partner with the AAO to enhance recruiting plans for academic searches, address areas of affirmative action underutilization, ensure affirmative action recruitment-related compliance, and maximize opportunities to enhance the university's image in diverse communities
- Initiate, document, and cultivate relationships with external institutions and organizations that are potential sources of diverse talent
- Represent the University on diversity-recruitment related topics at conferences, professional associations and business meetings.

**Salary**

Salary Range: \$53,600 - \$75,000

Grade: GGS - 011

University Title: Senior Diversity, Equity & Inclusion Consultant

Internal applicants can determine their current grade and university title by accessing the Job Information page through the Additional Employee Info tile in myHR.

**Shift**

M-F, 8 am - 5 pm

**Minimum Qualifications**

A Bachelor's Degree or an equivalent combination of education and experience and at least five years years of professional experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications**

- Professional experience in higher education, and knowledge of basic faculty personnel transactions (e.g. appointments, leaves, tenure and promotion)
- Professional experience in affirmative action or equal opportunity compliance
- Professional certifications specific to D&I, AA/EEO, and/or recruitment
- Demonstrable commitment to equity, diversity and inclusion
- Knowledge of employment laws related to recruitment and AA/EEO
- Excellent communication (oral and written), analytical, problem solving, and presentation skills
- Experience with applicant tracking
- Experience using PeopleSoft, especially the e-recruit module
- Knowledge of university policies and procedures and CRRS related to recruitment and selection
- Experience with report writing tools and data analytics

#### **Application Materials**

A complete online application, cover letter, resume and list of references.

#### **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umssystem.edu/totalrewards/benefits>

#### **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

#### **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

#### **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)