



Director of Talent Acquisition - 1803964

The Director of Talent Acquisition is responsible for designing and implementing a robust recruitment strategy and onboarding program for Stony Brook University Hospital aimed at attracting top talent to join Long Island's premier Academic Medical Center.

Duties of The Director of Talent Acquisition may include the following but are not limited to:

- Develop and implement a variety of sourcing and recruitment strategies designed to develop diverse and robust talent pipelines for all current and future job openings
- Participate in Diversity Work Groups as requested and make meaningful contributions to the goals of the group.
- Research and stay current with new talent acquisition strategies and best practices and make timely and appropriate recommendations for the refinement of existing strategies and the addition of new strategies.
- Develop and foster external partnerships with colleges, community organizations, job boards and HR software vendors
- Collaborate with Marketing to create online and offline employer branding strategies.
- Measure and report on key talent acquisition metrics including vacancy rates, recruitment sources and time to fill positions. Continually compare hospital performance against industry benchmarks and refine talent acquisitions strategies, approaches and process as needed to efficiently fill positions with qualified and diverse candidates.
- Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer letters, ensuring attendance at new employee orientation, onboarding, overseeing the accuracy of the Applicant Management System and HRIS data, management of civil service lists etc.).
- Create internal processes for the effective and efficient pre-screening of applicants, interviewing of applicants, collection of interview evaluation forms, taking into consideration NYS Civil Services rules and regulations; applicable collective bargaining agreement(s); MOU's, etc.
- Create internal processes to ensure that all required background checks, clearances, reference checks, etc. are completed in an efficient manner and in accordance with all regulatory requirements.
- Prepare and review the annual recruitment budget and manage all recruitment expenses in accordance with budgetary guidelines.
- Oversee all stages of candidate experience (including application, interviews and communication)
- Manage, train and develop all members of the Talent Acquisition Team. Participate in and host recruitment events to increase awareness of SBUH and to attract prospective candidates.
- Recruit full-time, part-time, temporary, contractual and intern personnel.

Qualifications

Required Qualifications

- A minimum of 7 years of recent experience managing full-cycle recruiting processes.
- A Bachelor's degree in Human Resources Management or relevant field
- A solid track record of effectively using sourcing techniques and tools (e.g. social networks) to attract passive candidates.
- A high level of proficiency with Applicant Tracking Systems and HR databases.
- A high level of proficiency with the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Strong analytical and problem solving skills.
- Strong program management skills
- Must be extremely responsive and customer service oriented.
- Excellent communication skills both written and oral.
- Excellent interpersonal skills with the ability to foster long-term relationships (with internal teams, external partners and candidates)

Preferred Qualifications

- Experience with Taleo/Oracle ATS
- Experience with PeopleSoft
- Master's degree in Human Resource Management or relevant field.
- Healthcare experience.

Special Notes: Human Resources will begin the review of applications on 12/15/18 and continue until the position is filled. Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises. All Hospital positions are subject to changes in pass days and shifts as necessary. This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.

Apply on-line at: <https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=1803964&tz=GMT-05%3A00>

The selected candidate must successfully clear a background investigation. *Prior to start date*, the selected candidate must meet the following requirements: Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services (The hiring department will be responsible for any fee incurred for examination), submit (3) written references, and provide a copy of any required New York State license(s)/certificate(s). Please be advised that failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

The best ideas in medicine start with the best people. At Stony Brook Medicine, our highest calling is to put the power of ideas to work in our patients' lives. Stony Brook Medicine integrates and elevates all of our health-related initiatives: education, research and patient care. Stony Brook Medicine is Long Island's premier academic medical center. With 603 beds, we serve as the region's only tertiary care center and Level 1 Trauma Center, and are home to the Stony Brook Heart Institute, Stony Brook Cancer Center, Stony Brook Children's Hospital, Stony Brook Neurosciences Institute, and Stony Brook Digestive Disorders Institute. We also encompass Suffolk County's only Level 4 Regional Perinatal Center, state-designated AIDS Center, state-designated Comprehensive Psychiatric Emergency Program, state-designated Burn Center, the Christopher Pendergast ALS Center of Excellence, and Kidney Transplant Center. It is home of the nation's first Pediatric Multiple Sclerosis Center.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We are committed to the creation of a diverse and inclusive campus climate. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

This function/position has been designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at [\(518\) 474-6988](tel:5184746988) or via email at info@goer.ny.gov.

IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.

IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-6350. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Official Job Title: Senior Personnel Associate

Job Field: Human Resources

Primary Location: US-NY-East Setauket

Department/Hiring Area: Human Resources-Stony Brook University Hospital

Schedule: Full-time Day Shift **Professional obligation Pass Days:** Sat, Sun

Posting Start Date: Dec 13, 2018

Posting End Date: Ongoing

Salary: Commensurate with experience

Salary Grade: MP4