



**Florida State University
Director of Talent Acquisition
Position Description**

Florida State University is excited to announce the opportunity for a strategic, creative, collaborative, and mission-oriented professional to serve as the first Director, Talent Acquisition. This new role will have tremendous impact through the development and execution of recruitment and retention strategies across the university enabling FSU to attract, engage, evaluate, hire, promote, and retain exceptional talent.

Florida State University

At FSU, there's the excitement of being part of a vibrant academic and professional community surrounded by people whose ideas shape tomorrow's news. One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking.

FSU's welcoming campus is located on the oldest continuous site of higher education in Florida, in a community that fosters free inquiry and embraces diversity, along with championship athletics, and a prime location in the heart of the state capital.

As one of the largest and oldest of the 12 institutions of higher learning in the State University System of Florida, FSU offers a distinctive academic environment built on its cherished values and unique heritage. With over 45,000 students, approximately 15,000 employees, and a FY 2023-2024 operating budget of \$2.62 billion, FSU provides a welcoming campus environment. Underlying the educational experience at FSU is the development of new generations of citizen leaders, based on the concepts inscribed in the University's seal: Vires, Artes, Mores — Strength, Skill, and Character.

Throughout its history, FSU has grown its academic organization and expanded from the original few acres and buildings to 384 buildings on 1,632 acres, including the downtown Tallahassee main campus of 485 acres, the Seminole Reservation—a recreational facility, the Coastal and Marine Laboratory on the Gulf Coast, the John and Mable Ringling Museum of Art, the FAMU-FSU College of Engineering facility, the National High Magnetic Field Laboratory and Division of Research at Innovation Park, and the campus in Panama City, Florida as well the international branch Florida State University-Panama campus, located on the isthmus of Panama.

Office of Human Resources

The Office of Human Resources (OHR) strives to be a strategically driven leader in higher education human resources by providing effective solutions to its customers through innovation, collaboration, and exceptional service. OHR is organized as a centralized function, is led by the Associate Vice President for Human Resources and the Finance and Administration Chief of Staff, [Renisha Gibbs](#), and provides services to FSU's 15,000 employees.

For more information on OHR's mission, vision, strategic initiatives, and values, please visit the [FSU HR website](#).

The Position

Reporting to the AVP for HR, the inaugural Director of Talent Acquisition (Director) will provide leadership, direction, strategic initiatives, related compliance, and administration for a new and growing Talent Acquisition department at the University. Responsible for developing and implementing a talent acquisition strategy and program that strengthens the recruitment model, improves the candidate experience, and advances the University's employment brand. The Director also manages all aspects of talent acquisition service delivery, including high-level consultation with senior leadership, and prioritizing multiple projects to ensure services are efficient, add value, and are compliant with laws and regulations.

Specific Responsibilities of the Director include:

- Designing and implementing a talent acquisition strategy and program for FSU that strengthens the recruiting model and improves the candidate experience.
- Facilitating discussions with university leaders to deliver talent strategies and processes that align departments with overall institutional talent acquisition strategy.
- Leading employment branding initiatives and to advance the University's employment brand, showcasing career opportunities in higher education, and marketing FSU as an employer of choice.
- Collaborating and developing an Employee Value Proposition to differentiate FSU from competitors in the market and attract and retain top talent.
- Managing and executing the full cycle talent acquisition process, sourcing, recruitment, screening, selection, candidate relationship management, negotiations and onboarding.
- Developing and implementing an internal search function with a primary focus to attract and hire the best talent and drive efficient and strategic search solutions.
- Guiding search strategies for high level, hard-to-fill, or high-volume vacancies.
- Ensuring consultative partnership and expertise on executing the full recruitment lifecycle requirement identification, sourcing strategies, candidate pipeline development, screening, candidate relationship management, selection, negotiation/closings, and onboarding.
- Building collaborative campus partnerships to forecast talent needs and develop succession plans.
- Collaborating with Compensation Services to provide support in the creation of comprehensive and competitive offers for candidates based on market conditions and understanding of compensation variables.
- Directing post-offer, pre-employment processes, education and experience verifications,

and reference checks.

- Developing and implementing institutional off-boarding and exit processes.
- Identifying recruitment resources and identifying emerging technology and as needed
- Evaluating, implementing, testing, and deploying solutions in partnership with internal teams.
- Maximizing the use of technology to define and utilize metrics for reporting.
- Ensuring compliance with all applicable laws and regulations.
- Developing and implementing policies related to state and federal requirements for recruitment and employment.

Qualifications

- A Bachelor's degree and seven years of related experience. Two years of experience must be in a supervisory role.
- **PREFERRED:** Master's degree and five years' experience related to administrative services.
- Excellent interpersonal and team-building abilities and outstanding oral and written communication skills.
- Ability to develop new work systems and tools and develop and implement related policies and procedures.
- Working knowledge of other areas of HR including talent management, recruiting, benefits administration, attendance and leave, performance management, and processes with systematic mass changes (mass appt, mass term, courtesy review, etc.).
- Ability to evaluate process effectiveness and develop changes or alternatives. Ability to research and benchmark best practices as it relates to areas of responsibility.
- Ability to develop solutions to complex problems by reviewing related information and evaluating options.
- Ability to facilitate the development, professional motivation and growth of employees/teams.
- Ability to lead and direct programmatic, budgetary, and operational functions as a visionary, business analyzer, facilitator, motivator, customer advocate, barrier buster, coach, and living example.
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules, and regulations.

Tallahassee and the Region

[Tallahassee](#)'s welcoming residents, canopied roads and moss-draped oaks prove that Florida's Capital City is a pretty and unexpected destination. Arts, culture, and heritage define the community, from galleries and historic sites to classical or quirky performances, music festivals, live entertainment of the bold and sometimes subtle artistic accents found everywhere. It is a destination with rich historical roots woven into its core, with an array of museums and historic sites each offering a glimpse into the lives that shaped Tallahassee. With over 700 miles of trails filled with natural wonders and beauty, an ever-evolving dining scene, historic landmarks, family-friendly activities and more, it's easy to see why Tallahassee is a desirable destination.

To Apply

Florida State University has retained [Opus Partners](#) to support the recruitment of this position. Katie Dean, Partner and Marisea Rivera, Senior Associate, are leading the search. Applications and nominations should be sent by email to marisea.rivera@opuspartners.net. Applications should include a cover letter and resume that should address the candidate's experience related to the responsibilities and qualifications outlined in the position description.

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Florida State University is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. To read FSU's Equal Opportunity and Non-Discrimination Statement please visit [Equal Opportunity Statement](#)