



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## Talent Acquisition Specialist

<b>Job ID</b>	<b>FF-7B-8E-1C-A7-4A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=FF-7B-8E-1C-A7-4A">https://careers.indigenous.link/viewjob?jobname=FF-7B-8E-1C-A7-4A</a>	
<b>Company</b>	Kwantlen Polytechnic University	
<b>Location</b>	Hybrid (Langley + Remote), British Columbia	
<b>Date Posted</b>	From: 2022-09-28	To: 2022-10-28
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English	

### Description

Kwantlen Polytechnic University

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create an environment where all employees see themselves as contributing to student learning.

#### JOB OVERVIEW: TALENT ACQUISITION SPECIALIST

Reporting to the Manager, Talent Acquisition & Recruitment Services, the Talent Acquisition Specialist is responsible for leading and executing the full-cycle recruitment process. This role partners with Hiring Managers, HR Business Partners and search committees to identify hiring needs and search requirements, develop recruitment strategies, conduct proactive candidate searches, conduct and manage interview processes, as well as ensure a positive candidate experience.

The Talent Acquisition Specialist is also responsible for providing training, advice, and guidance to hiring managers on all hiring processes including faculty and support staff hiring as per the provisions set out in the applicable Collective Agreements. In addition, the Talent Acquisition Specialist participates and may lead some talent acquisition projects and initiatives.

The Talent Acquisition Specialist is a new position and will be key in supporting our vision of integrating equity, diversity, inclusion and decolonization principles within our recruitment and onboarding practices. To support our vision, we are seeking to build a diverse team and encourage applicants from equity-denied groups to self-identify in their cover letter.

#### EDUCATION AND EXPERIENCE

Bachelor's Degree in Business Administration or related field of study.

A minimum of three years' related experience, preferably within a unionized environment.

Experience recruiting within Public Sector, Post-Secondary, complex multi-union sector is an asset.

Computer literacy with word processing, spreadsheet, and database programs, (MS Word, Excel, Access) as well as experience with Applicant Tracking Systems and video recruiting

Or an equivalent combination of education and experience.

#### QUALIFICATIONS

Demonstrated full cycle recruitment experience working in a high-volume environment.

Demonstrated people first approach with exceptional customer service skills.

Demonstrated experience and/or understanding of supporting recruitment practices which encompass equity, diversity, inclusion and decolonization principles

Extensive experience using ATS Systems, LinkedIn Recruiter, recruitment search methods, and social media.

Solid ability to effectively manage time and prioritize between several different searches at various stages simultaneously.

Excellent communication skills (verbal and written) and the ability to interact clearly and confidently with internal and external key parties and the public.

Demonstrated ability to deal with people at all levels of the organization.

Experience handling HR processes and issues related to recruiting and onboarding.

Proven organization and time management skills, a high attention to detail as well as strong critical thinking and problem-solving skills.

Proven ability to adapt to changes in the work environment, manage competing demands and to deal with change, delays or unexpected events, keeping constant sight of the overall objectives.

Experience presenting information in a concise, clear and meaningful manner to individuals and small groups.

Demonstrated ability to work independently, take initiative and overcome obstacles.

Proven ability to recognize and maintain highest levels of confidentiality.

Ability to maintain poise and professionalism in all types of situations.

Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.

[click here for a more detailed job description](#)

This position is being offered on a hybrid basis working two days a week within our Langley office and three days a week working from home.

Does this role sound like it was made for you, yet you don't check every box

We at KPU understand that experiences and qualifications may look differently for everyone and, if this job description is of interest to you, we encourage you to apply.

### **How to Apply**

Click "Apply Now"

Note to Applicants:

Kwantlen Polytechnic University welcomes and encourages applications from equity deserving groups and diverse experiences including, but not limited to, Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community.

If there are any barriers that you are experiencing or an accommodation that we can provide to support you through the application process, please reach out to us at [humanresources@kpu.ca](mailto:humanresources@kpu.ca).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in employment with KPU. Only those selected for an interview will be contacted.

Kwantlen Polytechnic University is committed to protecting the safety and welfare of employees, students, and the general public, and upholding the reputation and integrity of the University. For this reason, final applicants will be asked to undergo a background check.