

The University of San Francisco seeks Development Associates in San Francisco, CA.

Position Creation, Recruitment and Hiring

- Facilitate the staff search/recruitment process: create an individualized, targeted and cost-effective strategy for each job search to maximize outreach to a diverse and highly qualified pool of candidates. Guide hiring managers through an inclusive search/review process, including identification of search committee members, candidate screening, interview questions and procedures.
- Assist hiring managers with writing and assessment of job descriptions in compliance with Compensation, Human Resources and IDEA Group standards and guidelines.
- In partnership with hiring managers, oversee the staff orientation and onboarding process: coordinate scheduling, training, account setup and access, workspace and technology needs.
- Under the direction of the Senior Director, manage position updates in the Workday Human Capital Management system.

Staff Career Growth and Development

- Working collaboratively with colleagues in Human Resources, the Senior Director and other Development leadership, partner with managers to ensure that all staff have access to targeted professional development and training opportunities to develop specific skills, knowledge and competencies in support of their career growth plans, and contribute to the achievement of shared goals. Facilitate the development of industry- and position-specific staff development, career mapping, promotion and succession plans.
- Coordinate the annual performance appraisal process, providing clear communication of guidelines and schedules.

Diversity, Equity, and Inclusion

- Support the leadership team in their efforts to actively work to incorporate DEI ideals into every aspect of the employee experience, from recruitment and onboarding through career growth and development.
- Collaborate with and provide support to the Development IDEA group (Inclusion, Diversity, Equity and Access).
- Facilitate active engagement and communication between Development and campus-wide DEI related offices, committees, and strategic planning efforts.

Employee Engagement and Culture

- In partnership with division leadership and managers, identify and implement activities, programs and resources to support employees in feeling engaged and empowered in their roles.
- Collaborate with leadership and the VP office team to plan and execute engagement and team-building events such as retreats, planning sessions, social hours, holiday gatherings, and annual celebrations.
- Manage regular employee surveys related to engagement, divisional culture, 360 reviews, etc. Work with the leadership team to ensure that appropriate follow-up actions are taken, and commitments are honored.

Temporary Employees and Student Interns

- Assist managers with temporary employee assignments, including needs assessment, budget projections and coordination with temporary agencies.

- Assist student intern supervisors with hiring, orientation, training, scheduling, workspace coordination, and student staffing and budget proposals. Act as liaison with central Student Employment department to ensure understanding of and compliance with USF guidelines and policies.

Additional Responsibilities

- Provide transparency and clear communication of overall talent management program associated goals and status.
- In partnership with the VP Office administrative team, ensure that all employees have access to the necessary operational resources to successfully perform their job functions (office space, technology, ergonomic and computing equipment, etc.) Oversee office space planning and tracking, staff moves, communication of policies and procedures regarding office access and usage.
- Coordinate as needed with relevant USF departments such as Human Resources, Compensation, Student Employment, Events Management, Facilities Management, ITS, and Purchasing.
- Submit Facilities work orders, process invoices and expense reports, and coordinate office supply purchases with assistance.

Requires a Bachelor's degree in Economics, Financial Accounting, Business Administration, Sociology or a related field. Requires 1 year of experience in higher education or nonprofit organizations or related experience. Requires 1 year of experience with the following: Planning and scheduling individual work and team work and managing multiple projects and meeting deadlines; Personnel recruitment and job search process; Managing budgets, staffing, and/or professional development. Telecommuting is permitted.

40 hours/week, \$71,490 - \$82,097 per year. Applicants who are interested in this position may apply at www.jobpostingtoday.com (Ref #43869) for consideration.
