

[Close Window](#)**Position Information**

Job Number	053915
Message To Applicants	<p>Upstate is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities to all. The Office of Diversity and Inclusion is seeing a highly effective and skilled Diversity Recruitment, Retention, and Initiative Specialist to join our friendly and dynamic team as we work together to assist SUNY to become the most inclusive public institution in the nation.</p> <p>For full consideration, a complete application (cover letter, resume, and state application) must be submitted by March 4, 2019.</p>
Department	Office of Diversity & Inclusion
Employer	State of New York
Descriptive Title	Diversity Recruitment, Retention, and Initiative Specialist
Payroll Title	University Affirmative Action Assistant
Bargaining Unit	13 MC (Management /Confidential)
Salary Grade	NSMP5
Salary	Commensurate with Qualifications
FLSA	Exempt
Full or Part Time?	Full-Time
Percentage	100

Job Standard / Operational Needs

Reporting to the Chief Diversity Officer (CDO) and working with the Office of Human Resources (HR), the Diversity Recruitment, Retention, and Initiative Specialist will be a forward-thinking professional with the ability to lead institutional employee recruitment and retention efforts. In support of Upstate's commitment to inclusive excellence, the desired candidate will implement strategies and structures that capitalize on the benefits of a diverse and vibrant workforce and will be essential to campus-wide efforts focused on Upstate's commitment to diversity. Responsible for the development and implementation of recruitment strategies that will enable SUNY Upstate Medical University to attract and promote a diverse workforce. Will proactively source and build Upstate Medical University's talent pipeline in alignment with the University's Affirmative Action Plan(s) and diversity strategic goals. Use various recruitment sourcing strategies such as social media, e-recruiting, online databases, employee referrals, networks, etc.; Track and monitor analytics throughout the complete recruiting cycle to analyze and leverage data for the identification of trends and the adjustment of strategies/activities to improve results and summarize trends for continuous improvement; Collect 6 month and 1 year follow-up surveys to employees hired within 1st year cohort time line, collect feedback on institutional experience and improvement strategies at each benchmark; Research and propose diversity-related initiatives to enhance our current partnerships and regional engagements; Develop, implement and track ongoing strategic initiatives to enrich Upstate's Diversity and Inclusion program; Collaborate with the Affirmative Action Analyst and CDO to develop, track and analyze initiatives related to employee demographic groups and determine future trends; Consult with hiring managers to understand job specifications, job duties, qualifications and skills for available positions, and recommend options regarding diversity outreach recruitment strategies. Establish and maintain a network of internal and external contacts to help identify and source qualified diverse candidates. Participate in job / career fairs related to diversity recruiting. Collaborate with Nursing Recruitment Office and Student Affairs in the recruitment of diverse nursing candidates and students, respectively. Identify and utilize internet sources, publications, and professional associations that target diverse populations. Increase Upstate's visibility in the community through outreach, engagement and advertisement opportunities. Assist in the coordination of student internship programs (Hillside Work-Scholarship Program, SYNERGY, Presidential Scholars) by recruiting departments, advertising opportunities, interviewing and selecting interns. Promote cultural awareness and sensitivity training of staff through facilitation of workshops and coordination of cultural celebrations. Serve on various committees as needed; Develop manual of operation for respective area; Provide training as needed.

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Minimum Qualifications

Bachelor's degree from a university accredited by a U.S. Department of Education or internationally recognized accrediting organization in Human Resources, Education, Marketing, Communications, Business or related field. At least three years of experience in Human Resources or related field required. Excellent communication, organizational and presentation skills required. Must have experience managing and reporting data from an applicant tracking system and other human resources information systems. Must have experience with Department of Labor rules, laws, and procedures or human resources experience in the public sector and/or higher education. Knowledge of diversity initiatives obtained through academic coursework or professional work experience desired. Experience with diversity recruitment and pipeline programs strongly preferred. Must have ability to travel and work a moderately flexible schedule, including some evenings and weekends.

Work days:

Monday - Friday, Days

Will this position regularly work at a location other than a building owned or leased by Upstate?

No

If YES please explain
If NO, enter NA

Job Category

Management, Professional & Information Technology

Job Open Date

01-29-2019

Job Close Date

Open Until Filled

Recruiter

Suzette Bolton

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We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or disability.