Technical/Scientific Recruiter

Required Qualifications (as evidenced by an attached resume):
Bachelor's Degree (foreign equivalent or higher). Three years of full cycle recruiting experience to include writing position descriptions to onboarding new hires. Experience with an electronic applicant tracking system. Successful track record developing hiring strategies and creating plans to help meet the needs of departments.

Preferred Qualifications:
Master's Degree (foreign equivalent or higher degree) in Human Resources, Business Administration or a technical/scientific related discipline. Experience conducting presentations, workshops and/or training. Technical and/or scientific recruitment experience. Experience with staffing academic research positions. Experience in compensation and/or salary administration. Experience working with OFCCP Compliance requirements.

Brief Description of Duties:
As a member of SBU's central Human Resource Office, this position works as the primary Business Partner supporting the Stony Brook University Research enterprise, working with PIs to expedite hiring. This position will be responsible for designing and delivering advanced talent acquisition strategies with a focus on hiring within specialized scientific/technical areas, building and cultivating relationships with candidates, as well as strategic sourcing throughout the year. The incumbent will facilitate the expeditious recruitment and selection of research personnel and develop and execute pathways to meet the hiring goals, while remaining cognizant of employment/visa and immigration and export control items and laws. The successful candidate will have excellent customer service and interpersonal skills, as well as excellent verbal and written communication skills. The candidate will also possess strong organizational and time-management skills with exceptional attention to detail. Essential for this role is the ability to work independently as well as part of a team with a collaborative approach to problem solving.

Duties:

- Dynamic, High-volume, full-cycle hiring for technical/research and related positions. In accordance with university practices, the incumbent will

collaborate with Principal Investigators (PI) (Researchers) /Department Administrators in developing position descriptions and clarifying job specifications in order to provide guidance and support of the PIs' HR needs.

- Continuously develop strong hiring manager/department partnerships to understand the needs of the laboratory and assist them in outreach to actively build a highly qualified diverse pipeline of candidates across a wide range of scientific disciplines.
- Assist with facilitating the hiring of candidates by partnering with Subject Matter Experts in Visa and Immigration Services (VIS), Export Control, and the Office of Equity and Access (OEA) as needed to timely and efficiently coordinate and finalize hiring actions.
- Partner with the Office of the Vice President for Research (OVPR), Office of Postdoctoral Affairs (OPA) to understand the needs of the university's research mission and develop recruitment strategies to support current hiring and future growth.
- Recommend and drive improvements that impact recruitment efforts; create assessment metrics with a focus on expedient and efficient time to fill among other key indicators and present findings to internal stakeholders.
- Facilitate onboarding and orientation of candidates.
- Work with budget teams to obtain hiring approvals.
- Other duties as assigned.

Special Notes:
The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Hybrid remote work opportunity may be available.

Apply on line- **Technical/Scientific Recruiter**

Stonybrook.edu/jobs   Job Number: 2200256