



Southern Illinois University Edwardsville

Talent Acquisition Partner/Sourcing Specialist (CS26-244)

PLEASE APPLY AT: <https://www.schooljobs.com/careers/siue/jobs/5329894/talent-acquisition-partner-sourcing-specialist-cs26-244?keywords=talent&pagetype=jobOpportunitiesJobs>

SALARY

\$53,000.00 - \$61,000.00 Annually

OPENING DATE

05/04/2026

CLOSING DATE

5/29/2026 12:00 AM Central

FLSA

Determined by Position

Schedule: Monday-Friday 8:00-4:30 (37.5 Hours Per Week)

Location: SIUE Edwardsville Campus (Fully Onsite - 5 Days Per Week)

Are you ready to partner with hiring managers by turning passive prospects into high-impact hires?

If so, Southern Illinois University Edwardsville (SIUE) invites applications for the position of Talent Acquisition Partner/Sourcing Specialist (CS26-244) to pro-actively identify highly qualified candidates using innovative techniques and strategies. This role will work closely with our hiring managers to facilitate current recruiting processes, provide consultation on recruitment "best practices," and ensure candidate applications meet university and state qualifications and requirements.

Why SIUE?

Employing more than 2,400 faculty and staff members, SIUE is one of the largest employers in the Metropolitan St. Louis area. A study by SIUE School of Business faculty shows the University has a \$471 million annual economic impact on the region. Each year, the University's presence generates almost 9,000 additional jobs and more than \$250 million in labor income for the area.

What You Will Do

- **Partner:** Engage with hiring managers, internal, and external constituencies to understand and convey the SIUE mission, employer brand, and compelling reasons to attract talent to opportunities
- **Manage:** Own all talent acquisition process components such as job posting, sourcing, screening, search committee/interview guidance, offers, Applicant Tracking System (ATS) usage/compliance, all required approvals, forms, and documentation
- **Identify Talent:** Search for candidates using tools such as (ATS), LinkedIn, Indeed, Job Boards, Niche Communities, Career and/or Networking Events, Direct Sourcing, Talent Market Research, Social Network Mediums etc.
- **Target, Outreach, and Engage:** Identify, attract, and start conversations with the right talent by crafting personalized messages to passive candidates that spark interest in opportunities
- **Track and Optimize:** Monitor response rates, sourcing channels, and pipeline quality. Analyze recruitment metrics and applicable data to determine to evaluate recruitment strategies, resources, and tools etc.
- **Initiative & Problem Solving:** Pro-actively explore and recommend new ideas and solutions to solve current and potential talent acquisition challenges
- **Other Duties as Assigned**

FLSA: Non-Exempt

Minimum Acceptable Qualifications

Bachelor's degree in Human Resource Administration, Management, Organizational Administration, Public Administration, Labor Relations, Business Administration or a field closely related to the position

Two (2) years (24 months) of work experience performing professional-level human resources duties

Additional education, training, and/or work experience in the area of specialization inherent to the position, may be required

AND

One (1) year (12 Months) of talent acquisition/recruiting experience using an applicant tracking system (ATS), sourcing tools (LinkedIn, Indeed etc.), and any additional industry standard talent acquisition systems, tools, and processes used to source candidates

Years can be concurrent