

**WSU CLASSIFIED JOB SPECIFICATION**  
***Talent Acquisition Assistant***

**I. Job Information**

Classification Title: **Talent Acquisition Assistant (CS16)**

Classification Number: **31813**

FLSA Status: **Non-Exempt**

**II. Job Summary**

Under administrative direction provides employment support to colleges, departments, and applicants. Posts positions and reviews applications. Serves as the primary liaison between employment services, applicants and colleges/departments.

**III. Primary Duties and Responsibilities**

- Reviews/compares applications against posted job specifications and requirements to determine the applicant's eligibility for employment
- Receives and posts position vacancies to solicit the most qualified applicants
- Refers and communicates applicant pool and lists to the hiring organization. Maintains database for applications and referrals.
- Receives and processes new hire forms and communicates non-selection to other applicants.
- Provides customer support to HR department and general public. Answers questions via e-mail, walk-in, and telephone queries and routes individuals to the appropriate office when necessary.

**IV. Minimum Education, Experience, Knowledge, Skills and Abilities**

A high school diploma or GED and four years of full time related work experience, OR two years of post-secondary education and two years of full-time related work experience, OR a bachelor's degree in a related field and one year of full-time related experience.

**V. Working Conditions**

Typical office environment

**VI. Testing/Examinations Required**

None

**VII. Certifications or Licensures Required**

None

**VIII. Job Series**

31800

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title and should not be interpreted to describe all the duties that may be included in a job description.*