

Professional Job Position Description

Section I: Position information

Effective date	2026-10-08	☐ Update only	☒ Classification review
Position title	Talent Acquisition Associate		
Position number	998490, 999693		
Classification level	Excluded Professional A		
Position affiliation	☐ AUFA ☒ Excluded		
Location	VIRTL		
Department	Human Resources & Employee Relations		
Reports to	Lead, Talent Acquisition		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Lead, Talent Acquisition, the Talent Acquisition Associate is responsible for coordinating and supporting recruitment and employment initiatives across the university.

The incumbent contributes to the development, implementation, and continuous improvement in alignment with Human Resources priorities in support of the University's Strategic Plan, Academic Plan and Athabasca Holistic Impact Plan. Under the direction of the Lead, Talent Acquisition, responsible for contributing to AU's recruitment and retention strategies, supporting organizational talent needs, community workforce development initiatives, and outreach activities.

The position works collaboratively with internal and external interest partners to build talent pipelines, support workforce planning, enhance candidate experiences, and ensure diversity, equity, inclusion, and accessibility principles are integrated throughout recruitment and employment practices.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Recruitment Services (70%)

- Provides advice, consultation, and recommendations to hiring managers regarding recruitment strategies, hiring practices, policies, procedures, and collective agreement provisions.
- Manages full-cycle recruitment activities, including requisition approvals, postings, sourcing, screening, interview coordination, offers, onboarding support, and recruitment administration.
- Drafts offer letters, employment agreements, and related recruitment documentation as required.

- Responds to recruitment-related inquiries and provides guidance to managers, employees, and candidates.
- Identifies opportunities to improve recruitment processes, hiring outcomes, and candidate experience.
- Coordinates recruitment activities for Research Assistant and other research-related positions across the university.
- Partners with hiring managers and HR Client Partners to understand current and future staffing needs and develop sustainable talent pipelines.
- Implements targeted sourcing and recruitment strategies to attract qualified candidates for specialized research roles.
- Supports workforce planning initiatives through proactive candidate attraction and talent pool development.

Employment Initiatives, Community Partnerships & Athabasca Holistic Impact Plan Support (25%)

- Coordinates and supports employment initiatives and workforce development activities that align with institutional priorities and community commitments.
- Responsible for the coordination of the annual Summer Student Program and contribute to building and advancing this flagship program.
- Develops and maintains collaborative relationships with community organizations, educational institutions, Indigenous communities, government partners, employment agencies, and other employers.
- Represents the university at career fairs, employment events, community engagement activities, and networking opportunities.
- In collaboration with other HR units, supports orientation and onboarding activities.
- Coordinates event logistics, registrations, communications, promotional materials, and post-event evaluations.
- Researches, recommends, and supports initiatives, partnerships, and programs that contribute to local workforce development and talent attraction objectives.

Metrics, Reporting & Projects (5%)

- Prepares and analyzes recruitment, workforce development, and talent acquisition metrics and reports to support decision-making and planning.

- Supports and leads projects under the direction of the Lead, Talent Acquisition, including process improvements, recruitment initiatives, community employment programs, and talent attraction activities
- Utilizes HRIS and related technology platforms to maintain data integrity, produce reports, and support recruitment operations.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

Must possess excellent written, verbal, and interpersonal communication skills.

The incumbent must be able to build and maintain effective working relationships with managers, employees, candidates, community partners, educational institutions, government organizations, and other external interest partners.

The incumbent must be able to handle sensitive and confidential matters and information with discretion and professionalism.

Supervision

No supervisory responsibilities are required.

Impact of service or product

Responsible for providing advice and guidance to hiring managers, employees, candidates, and community interest partners regarding recruitment practices, workforce development initiatives, employment programs, policies, procedures, and collective agreement provisions.

Poor advice or administration may result in recruitment delays, negative candidate experiences, workforce planning challenges, grievances, reputational impacts, or legal risk to the university.

Independence of action

Expected to manage assigned responsibilities independently with limited direct supervision while consulting with the Lead, Talent Acquisition as required.

The incumbent exercises sound judgment when providing guidance related to recruitment practices, workforce development initiatives, and community partnerships and seeks direction when addressing complex or unusual situations.

Guidance and strategic direction are provided by the Lead, Talent Acquisition for complex recruitment matters, workforce initiatives, and project work.

Complexity

Responsible for a broad range of recruitment, workforce development, community engagement, and administrative activities requiring judgment, discretion, and strong relationship-management skills.

Must interpret and apply university policies, procedures, collective agreements, and recruitment best practices while balancing operational needs and community engagement objectives.

Planning

Requires strong organizational, project management, and time management skills.

The incumbent is responsible for managing concurrent recruitment competitions, community employment initiatives, outreach activities, reporting requirements, and project deliverables while adapting to changing priorities and deadlines.

Long-term planning is required to support talent pipeline development, workforce attraction initiatives, and ongoing community engagement activities.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Two-year Diploma in Human Resources. Undergraduate degree preferred.
- A completed Registered Professional Recruiter certification would be an asset.
- Minimum three years of progressive experience in recruitment, talent acquisition, workforce development, employment services, or related human resources functions.
- Experience supporting multiple client groups in a complex organization.
- Experience in a unionized environment is considered a strong asset.
- Demonstrated ability to build partnerships and foster productive stakeholder relationships both internally and externally.
- Strong analytical, organizational, project management, communication, and relationship-management skills.
- Proficiency with HRIS systems, Microsoft Office Suite, and recruitment technologies.
- Equivalent combinations of education and experience may be considered.

Signatures for sections I and II

Department Head signature		Date 2026-10-09
Executive Officer signature		Date 2026-10-09
Human Resources review		Date Select a date.