



<b>Position Title</b>	Talent Management Specialist, Talent & Culture
<b>Department</b>	Administration
<b>Status</b>	Full-time, salaried, Exempt
<b>Location</b>	Washington, DC (Hybrid work schedule of only 2 days in the office or the role can be remote from the Eastern time zone)
<b>Supervisor</b>	Director of Talent & Culture
<b>Anticipated Start</b>	Early June 2023

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### Salary & Benefits

Academic Travel Abroad, Inc. (ATA) is committed to work/life balance and the standard work week here is 30 hours. If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary: 60,000 – 65,000
- At least 5 weeks of Paid Time Off
- 12 holidays, voting leave, and up to 24 hours of paid volunteer time
- 12 weeks of paid New Parent Leave (any parent, for birth or adoption)
- 50% 401(k) match of an employee's contribution up to \$7,400
- Up to \$100 per month in transit or parking benefits matched by ATA
- Plus: medical, dental, vision, Long-Term/Short-Term Disability, Life, FSA benefits and more!

### Description of the Team and Position

Our lean-yet-mighty Talent & Culture team is looking for an adaptive Human Resources professional who can oversee and manage the full employee lifecycle from the application to the offboarding process. Worldwide, we have nearly 90 colleagues across 2 distinct business brands. Therefore, we are seeking someone with a global mindset, strong project management skills, strong Emotional Intelligence (EQ), and a sharp attention to detail. The colleague will work with team members to ensure accurate information in our HR Information System, Namely. Furthermore, they will be a champion of the employee experience who can identify areas of improvement as well as areas where we can amplify equity and inclusion. We also value the attributes of flexibility and having a sense of humor.



## What you'll do...

### *Talent Acquisition (60%)*

- Coordinates and supports Hiring Strategy meetings with Hiring Managers for domestic and global recruitments
- Drafts and updates job postings in collaboration with Hiring Managers
- In collaboration with the Director, maintains job posting and contract templates
- Creates posts and announcement campaigns for job openings for all company brands (ATA, CET, and FEA)
- Explores new and impactful platforms for posting openings
- Develops, customizes, and manages application forms and applicant spreadsheets within SmartSheet
- Monitors the Jobs inbox daily and respond to inquiries from applicants and stakeholders
- Reviews, collects, and compiles data on applicant demographics
- Gathers feedback from hiring teams on recruitment strategies and process effectiveness
- Seeks and vets staffing agencies to support the company's unique and urgent staffing needs making sure candidate selections align with diversity, equity, inclusion goals
- Coordinates temp requests and vetting processes with hiring managers and staffing agencies
- Supports the Onboarding of new employees, interns and contractors
  - Conducts background checks for US and global employees
  - In collaboration with the Payroll & Compensation Analyst, establishes and maintains employee personnel and medical files in compliance with state and federal employment laws, HIPAA, GDPR, and all other regulatory bodies
- Serves as a subject-matter expert (SME) in the proposal and vetting process of an applicant-tracking system (scheduled for a late 2024/early 2025 implementation)

### *Employee Engagement and Learning (20%)*

- Serves as the T&C liaison for the company's Employee Resource Groups
- Provides support in the development of materials and resources specifically supporting the T&C team's priorities in DEI/Justice, Equity, Diversity, and Inclusion (JEDI) goals
- Supports communication strategies, materials, and programming that drive employee awareness and understanding of health, wellness, and benefit programs
- Monitors and measures workforce training and development needs
- Supports the Director in creating customized and/or updated employee engagement surveys or periodic "pulse checks"
- Supports the Director with coordinating and reviewing performance evaluations for teams
- Works with Director on special workforce development projects such as succession planning and addressing workforce classifications
- Works with the Director in conducting exit interviews and offboarding colleagues
- Connects with onsite (global) colleagues with employee engagement and performance management endeavors



### *General Office Support (20%)*

- Provides backup support to monitoring the HR inbox, escalating inquiries as needed
- Prepares presentations and materials for Talent & Culture orientations and trainings

### **We're looking for...**

- At least 3 years (36 months) of work experience
  - Some experience serving on a hiring team or in an HR-specific role
  - Some experience in supporting a global recruitment a plus
- A bachelor's degree in any field
- Basic knowledge of US employment and anti-discrimination laws, regulations, and best practices
  - Specific knowledge of Title VII and EEOC regulations
  - Knowledge of Form I-9 compliance a plus
- Strong project management and business operations skills
- Excellent organizational and time management skills
  - An ability to work on concurrent projects, set priorities, and work under pressure on a multitude of tight deadlines
- Some knowledge of quantitative and qualitative research methods
- Adept in most Microsoft applications, including Teams
- An ability to build trust and to maintain confidentiality
- An ability to communicate to business leaders and employees with tact and discretion
- Possession of Emotional Intelligence (EQ) and cross-cultural competence (3C) a must
- A commitment to a positive employee experience (EX) as well as an applicant experience
- A commitment to diversity, equity, and inclusion
- A collaborator who is highly communicative on tasks and projects (both internally and externally with partners and vendors)
- Knowledge of employment laws in other countries is a plus
- Knowledge of drafting and reviewing contractual agreements a plus
- Any HR-related certification a plus (e.g. SHRM-CP, PHR, GRP, CCP, CBS, etc.)

### **To Apply**

We are only accepting applications through our partners at Hawthorne Lane. Please send a cover letter and resume to [resume@hawthornelane.com](mailto:resume@hawthornelane.com) with "Academic Travel Abroad – Talent" in the subject line.



**Application deadline:** We encourage applicants to send their materials by 5:00 PM EST **May 31, 2023**.

### **Our Commitment to Diversity**

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

### **COVID-19 Vaccination Requirement**

ATA and our study abroad division, CET Academic Programs, have made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all ATA/CET staff are strongly recommended to be fully vaccinated against COVID-19.

### **Description of the Organization**

Academic Travel Abroad, Inc. is an educational travel and study abroad provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. We believe in celebrating and learning about the diversity of people and cultures through travel and education. Riding the post-war wave of interest in travel to Europe, ATA launched operations in 1950 by assisting universities and institutions in the creation of group travel programs for their members.

Today, ATA's study abroad division, CET Academic Programs, serves both high school and college students through academically rigorous, credit-bearing programs in its centers around the world, including the US, China, Japan, Jordan, Italy, Czech Republic, Brazil, and Colombia. CET's history dates back to 1982, and today, CET, in addition to enrolling students directly, serves many private and public universities, large and small.

ATA's educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, The History Channel, Yale Alumni Academy, and many others. In this capacity, ATA is frequently the "brand behind the brand." ATA also facilitates professional delegation travel in the fields of health, education, and law.



Tying together all brands and services are ATA's focus on innovative program design; collaborative approach to partnership; steadfast insistence on quality; diversity, equity, and inclusion; and a commitment to environmental sustainability. Every ATA program is designed to change perspectives, deepen understanding, and engage communities, showcasing the stories—both told and untold—of the places and people we visit.