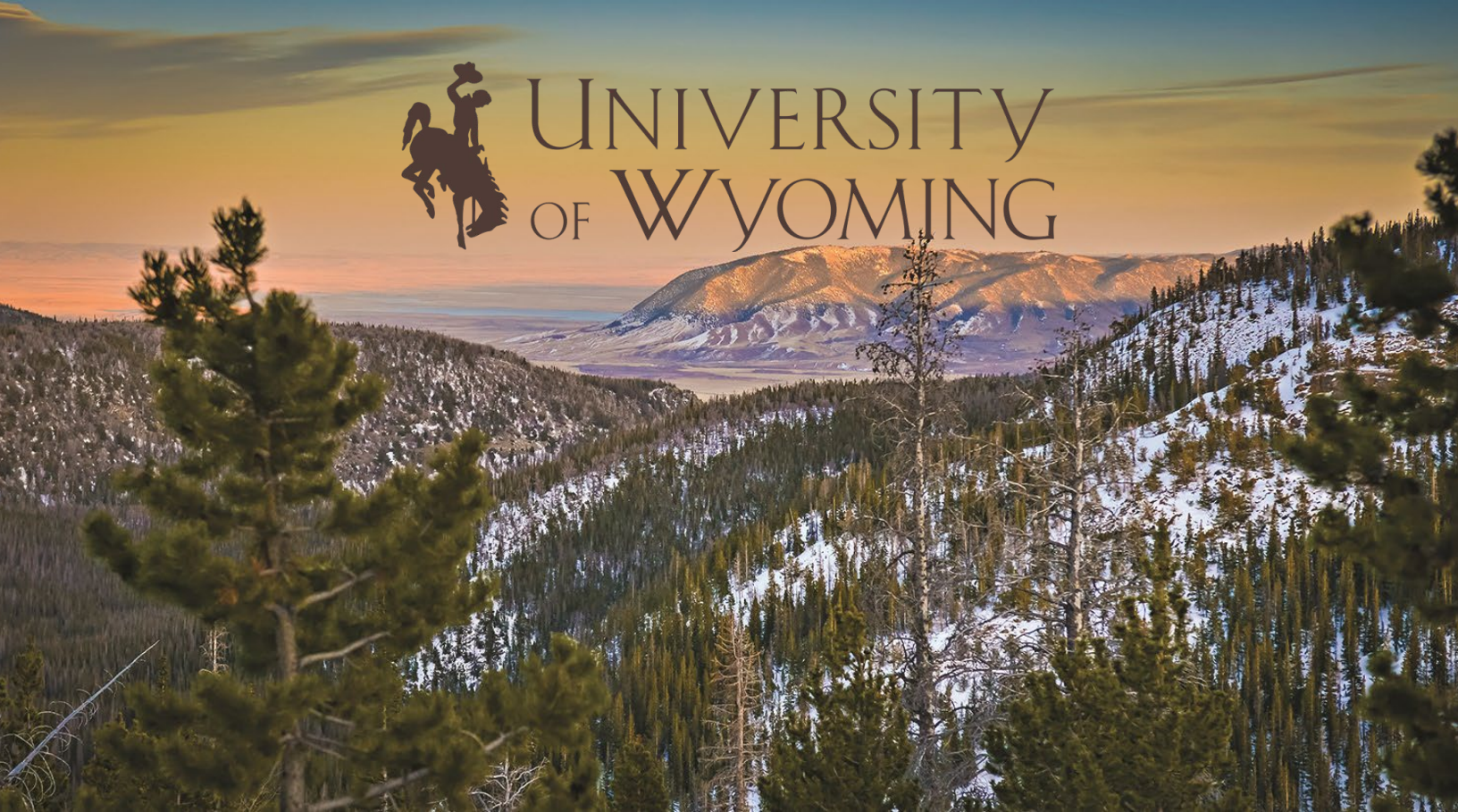




UNIVERSITY
OF WYOMING



POSITION PROFILE

Recruiting Consultant *(contract, part-time, remote)* July 2022



This search is managed in partnership with Summit Search Solutions, Inc.



UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing approximately 12,000 students from all 50 states and 83 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 136 years.

- Recognized by *Forbes* in 2019 as one of America's Best Value Colleges.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside* magazine.
- Wyoming ranks #4 in the U.S. News and World Report's "Best States for Higher Education."

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)," shows that it's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

UW Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts a low cost of living with no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.





THE OPPORTUNITY

The Recruiting Consultant at The University of Wyoming will support the Student Affairs Division in identifying qualified candidates for a number of important job openings. The consultant will work with the applicable hiring leader in the division to identify position requirements, create and implement recruiting strategies, and “go to market” to attract and attain qualified applicants for open positions. Estimated hours per week is 20-25 for a period of six to eight weeks.

Responsibilities

- Collaborate with hiring managers to identify each position’s requirements.
- Create and implement recruiting strategies, including, but not limited to utilizing LinkedIn, internet searching and other relevant platforms, such as internal Applicant Tracking Systems to identify and connect with potential candidates.
- Create and post job advertisements.
- Make personal phone calls and send individual emails and/or LinkedIn messages to potential candidates to attract them to apply.
- Review resumes to pre-screen candidates.
- Ask for referrals from internal and external networks for hard-to-fill roles.
- Contact past applicants for new job opportunities if applicable.
- Log candidate information in applicable Applicant Tracking System and other internal databases.

Requirements and Skills

- Proven work experience as a Sourcing Specialist, Sourcer, Recruiter, or similar role.
- Experience with LinkedIn, advanced internet research, and recruiting and resume databases.
- Hands-on experience with Applicant Tracking Systems (ATSs) and other Human Resources Management software.
- Excellent verbal and written communication skills (particularly business email writing knowledge).
- Good time-management skills with the ability to handle various open positions simultaneously.
- Bachelor’s degree preferred.

WHY CONSIDER THE OPPORTUNITY

- **Impact.** In assisting with critical hiring needs, this consultant will provide meaningful support to a high-performing student affairs division.
- **Remote.** Part-time, remote position offers flexible hours for optimal work-life balance.
- **Opportunity for growth.** Work and learn from a nationally recognized teaching and research institution, offering potential long-term growth opportunities at the completion of a successful consulting term.
- **Environment.** Warm, collegial, supportive people and work environment.



PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled. Please submit a resume and brief letter of interest. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su322>

For more information:

Andrea Martinez

Senior Consultant

Summit Search Solutions, Inc.

Direct: (919) 357-8766

amartinez@summitsearchsolutions.com

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: (585) 880-7550

chummel@summitsearchsolutions.com



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, North Carolina, and Utah.

Members of under-represented groups are encouraged to apply. The University's policy has been and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or other status protected by state and federal statutes or University regulations. The University's nondiscrimination policy applies to all matters relating to its education programs and activities including recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.