



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, RECRUITMENT	CLASSIFIED	GRADE: P MONTHS:
BOARD POLICY REFERENCE: 2005 Classification Review		Board Approved: 09/06

JOB DESCRIPTION:

Under general supervision, plan, organize, and coordinate recruitment and selection activities for regular and adjunct faculty, management positions, and classified staff for the District; assist in the research and collection of applicant information; research advertising sources and prepare layout and content for advertisements of employment opportunities (print and online); maintains department website; may serve as a lead worker to other classified staff in the area; and perform related work as required.

SCOPE:

The Human Resources Recruiter assists in overseeing all recruitment activities for the District; assists with the development and maintenance of procedures, guidelines and forms; plans recruitment timelines; reviews and approves applications; acts as a resource person for the recruitment functions of the District; and approves interview questions, skills tests and writing exercises for recruitments.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plans, organizes, and coordinates recruitment activities; meets with individuals, departments and committees to define position, selection criteria, timelines, etc.
2. Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing exercises, and equal employment opportunity guidelines.
3. Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc. in coordination with the District Compliance Officer.
4. Designs, researches costs and submission requirements for advertisements and places advertisements in local newspapers, publications, on the Internet, etc. to ensure that applicant pools are large and diverse, in coordination with the District Compliance Officer; maintains advertising budget.
5. Responds to applicants' inquiries both orally and in writing.
6. Reviews employment files to verify minimum qualifications for position are met.
7. Reviews interview questions; offers suggestions to clarify ambiguous inquiries.
8. Coordinates equivalency process and serves as liaison to equivalency committee.
9. Compiles, monitors and tracks all recruitment statistics.
10. Identifies initial salary placement for classified and management employees and makes job offers.
11. Serves as a lead worker for other classified staff in the area.
12. Trains and directs the work of student assistants.
13. Participates in conferences and events representing the College.

KEY DUTIES AND RESPONSIBILITIES (Continued):

14. Maintains and updates department website utilizing web development software, including development of online forms.
15. Participates in and acts as a liaison to the Faculty Staffing Committee.
16. Acts as a resource person for District staff and the general public for recruitment matters.
17. Acts as a backup to the District Compliance Officer for monitoring of committee screening/interviewing.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with a minimum of supervision; write accurate and comprehensive reports; perform and prioritize tasks under time constraints; perform detailed tasks with accuracy; give group presentations and training sessions; communicate effectively in English; follow and give oral and written directions; maintain cooperative working relationships; interact with other employees, students and the public in a helpful, courteous and friendly manner; interpret, apply and initiate District policies and procedures; act as a lead worker to other classified staff in the area; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Federal, state and local laws and ordinances governing employment including equal opportunity employment; recruitment, selection, retention and training techniques; modern office methods and practices including filing, proofreading, formatting, report writing; internet research techniques; operation of personal computer software programs including word processing, human resources information systems, web development and spreadsheet tools.

Preferred additional knowledge: Human Resources department policies and familiarity with union contracts.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree in human resources management required. An earned Bachelor's Degree in human resources/management, public administration, organizational behavior or development or a related area preferred.

Experience:

Three years of progressively responsible experience working in human resources, including selection and retention of personnel. Experience working in an educational institution preferred.