



## Position Description

Title: Recruiter		
FLSA Class: Non-Exempt	EEO Category: Administrative Support Workers	WC Class: 8861
Job Title #: 020005	Salary Grade:	
Date Approved: 4/26/2021	Purchasing Approval Level: 0	
Revision Date:	Revision:	

### Purpose of Position

Recruiter is responsible for supporting statewide recruiting efforts through job announcements, college relations and recruiting analysis and reporting.

The Recruiter reports to the Chief Human Resources Officer.

### Major Duties (\*Essential Element)

- Post openings for positions using established recruiting resources which may include job boards, social media, and professional associations\*
- Coordinate and track college recruiting initiatives, internships, and practicums
- Assist with preparing and distributing recruiting reports to management\*
- Conducts and coordinates the established interview panel and educates teams on the process\*
- Maintain records on recruiting resources\*
- Seek out and attend career and job fairs
- Research and recommend new sources for recruiting such as industry contacts, association memberships, trade groups, and job boards
- Conduct requisition analysis for EEO and diversity data
- Review applicants to evaluate if they meet the position requirements
- Maintain all pertinent applicant and interview data in the Human Resources Information System\*
- Work with program staff deriving needs and prioritize critical open positions
- Perform other special projects as assigned.

Working Conditions

Office environment. Some travel to various locations.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Must be proficient in Word, Excel and email applications.

Required Education and Experience

- Combination of four years of college and/or 2-3 years relevant work experience in human resources or other related fields.
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

- Bachelor's degree in human resources or related field.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_