



<b>Position Title:</b>	Employment Manager	<b>Job Code:</b>	0180-00E
<b>Reports To:</b>	Associate Vice Provost	<b>Job Group:</b>	PEC
<b>Department:</b>	Human Resources	<b>Salary Grade:</b>	16
<b>Prepared By/Date:</b>	Jennifer C. Brito/02-05-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Mary De Laosa/02-05-2008		
<b>Revised:</b>	Jennifer C. Brito/06-05-2009		

### **Summary:**

Responsible for providing recruitment support and developing innovative staffing solutions in order to attract and retain the highest quality candidates to support the College.

### **Essential Duties and Responsibilities:**

- Works with the Associate Vice Provost (AVP) to ensure timely understanding of current and future workforce needs and makes recommendations for and implements improvements to staffing processes.
- Assists with the recruitment of all open positions, including writing and placing of advertisements, posting positions
- Administer the salary generation process or all vacancies College-Wide.
- Assists in the development and implementation of HR systems and Web technologies to increase processing efficiencies and to provide meaningful data/information for management action.
- Develops and builds hiring processes for all positions.
- Streamlines and enhances staffing systems, tracking reporting and analysis, and leads sourcing and recruitment initiatives.
- Remains current with State and Federal rules and regulations through official publications and communication with appropriate agencies.
- Analyzes current recruiting sources and develops reach and programs within the community.
- Attends Employment job fairs.
- Directs the new employee orientation for non-instructional employees.
- Hires, supervises and evaluates a staff of seven (7) employees.
- Ensures that all postings comply with job classification codes and presents hiring statistics.
- Manages the recruitment budget and negotiates recruitment contracts with vendors.
- Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of the area.

### **Knowledge, Skills and Abilities:**

- Knowledge of employment law, recruitment, selection, and interview required.
- Knowledge of applicable Local, State, and Federal laws and regulations.
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Possess excellent organizational and communicative skills (Verbal and written).
- Ability to effectively present information to groups of managers, clients, customers and the general public.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree with major in Human Resource or related field from a regionally accredited institution and seven (7) years of progressively responsible experience in specific Human Resources functional area of which at least three (3) years should be in a supervisory capacity; or a Master’s degree in Human Resource or related field from a regionally accredited institution and three (3) years progressively responsible experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name