



Position Title:	Sr. Employment Recruiter	Job Code:	0711-00E
Reports To:	Employment Manager	Job Group:	PENC
Department:	Division of Human Resources	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/08-2006	FLSA Status:	Exempt
Approved By/Date:	Mary De Laosa/08-2006		
Revised:	Jennifer C. Brito/05-18-2009		

Summary:

This is a specialized human resources position in the Employment Department with a medium to high level of technical and administrative complexity. Incumbent is required to maintain and be responsible for the accuracy of records of all the transactions pertinent and related to the processing of personnel requisitions for the recruitment of MDC position vacancies.

Essential Duties and Responsibilities:

- Partners with departments and hiring managers to understand hiring needs, position specifications and candidate search requirements.
- Devises recruitment strategies to identify and attract qualified candidates.
- Ensures all assigned open positions are promptly and accurately posted.
- Works closely with advertising agencies to develop, place and evaluate effective advertising campaigns to recruit qualified candidates.
- Uses effective interview and assessment techniques to establish candidate qualifications and provides applicants with accurate information on MDC culture, working environment, policies and benefits.
- Conducts initial screening of qualified candidates and completes reference checking.
- Works collaboratively with Public Safety on candidate background screening.
- Researches and targets potential candidates using various recruitment sources, such as alumni associations, executive job fairs, building personal networks, trade publications, and company home pages.
- Coordinates and participates in college and university career days, job fairs, professional conventions, seminars and special events.
- Maintains accurate records on recruitment activities.
- Functions as internal consultant to departments regarding recruitment and staffing issues.
- Responds to all appropriate employment inquiries.
- Works collaboratively with Employee Relations.
- Verifies all licenses, certifications, education and other qualifications required.
- Creates, updates and distributes reports associated with recruitment to include turnover, invoices, personnel requisitions, etc.
- Conducts presentations to internal and external groups.
- Ensures compliance with all federal and state employment and equal opportunity laws.
- Responsible for or contributes to special project as assigned.
- Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of employment law, recruitment, selection, and interviewing required

- Knowledge of recruiting and interviewing techniques
- Knowledge of basic personnel/human resources theory and principles

- Knowledge about spreadsheets, database programs and office automation
- Knowledge of Microsoft Office software
- Knowledge of state and federal laws regarding recruitment/employment and general personnel practices
- Excellent analytical skills in preparing comprehensive reports and interpreting data
- Effective communication, negotiation, follow-up and organizational skills
- Ability to successfully interact with all levels of management and employees and travel to all campuses as needed
- Ability to maintain confidentiality of sensitive personal information of applicants, employees, and former employees and other matters affecting employee relations
- Ability to follow oral and written instructions
- Ability to write routine reports and correspondence
- Ability to effectively collect, analyze, evaluate and prepare human resource statistical data
- 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 reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 60 pounds.

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 from an accredited college/university in Human Resources, Business, or a related field and five (5) years of related experience; or a Master's degree and one (1) year of related experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name