



Position Title:	Senior Employment Specialist		
Reports To:	Employment Manager		
Department:	Employment	Job Code:	3338-00E
Prepared By/Date:	Jennifer Brito/08-2006	Job Group:	PENC
Approved By/Date:	Mary De Laosa/11-07-2011	Salary Grade:	14
Revised:	Donna French/11-04-2011	FLSA Status:	Exempt

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 opened 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
- 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 Onboarding Presentations for new hires, and other presentations to both internal and external groups
- Ensures compliance with all federal and state employment and equal opportunity laws
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of recruiting and interviewing techniques
- Knowledge of basic personnel/human resources theory and principles
- Knowledge about spreadsheets, databases programs and office automation
- Knowledge of Microsoft Office software applications
- 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 employees
- 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 speak effectively before groups of customers or employees of an organization
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- 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 loud.

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 from an accredited college/university and five (5) years of experience in Human Resources

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name