



Position Title: Part-Time Recruiter
Job Code: 8142-00E
Reports To: Employment Manager

Grade: HF
FLSA: Exempt

Job Description:

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 to the recruitment of MDC position vacancies.

Duties & Responsibilities:

- Devises recruitment strategies to identify and attract qualified candidates.
- Ensures all assigned open positions are promptly and accurately posted.
- 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.
- 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.

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:

- Bachelor's degree from an accredited college/university in Human Resources, Business, or a related field and three (3) years of related experience.
- 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.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name