



NEW: 01/01/2020  
 Submitted: 12/10/2019

JOB TITLE:	COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4213
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates aspects of recruitment for both certified and classified positions within the District
- Implements multi-media marketing strategies to enhance District branding and employee recruitment
- Develops and implements a position specific targeted search strategy to source active and passive candidates
- Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
- Monitors local, state and national supply and demand data related to positions and needs of the District
- Cultivates contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
- Develops and maintains state and national contacts to support recruitment efforts
- Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Experience in recruiting, sales, or marketing
- Effective written and verbal communication skills
- Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

**DESIRABLE QUALIFICATIONS**

Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media

Experience in a diverse workplace

Three (3) years of successful teaching experience