



NEW: Submitted:
08/03/2022 08/02/2022

JOB TITLE:	ASSISTANT COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8391
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance to the Specialist Recruitment in support of District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Implements multiple strategies, projects, initiatives and activities designed 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

- Assists with aspects of recruitment for both certified and classified positions within the District
- Assists with the implementation of multi-media marketing strategies to enhance District branding and employee recruitment
- Utilizes specific targeted search strategies 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
- Assists with the coordination of pre-service/student teacher placements including monitoring pre-placement requirements and communicating and collaborating with university partners
- Assists with the coordination of relocation, tuition reimbursement, and other incentive programs
- Assists with coordination of and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
- Assists with maintenance of state and national contacts to support recruitment efforts
- Prepares reports using 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 performed while standing or walking. 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 human resources recruitment functions and processes
- Valid Driver's License
- Demonstrated experience working with large data sets and high-volume processing
- 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