Title: Recruiter I

Pay Scale Group: 14

Essential Function: FLSA: Exempt

Under general supervision from a designated administrator, is responsible for delivering all facets of recruiting success throughout the organization. This position plays a critical role in ensuring the university is hiring the best possible talent, and utilizes a variety of means such as developing local and national recruiting plans, employing traditional sourcing strategies as well as developing new, creative recruiting ideas.

Characteristic Duties

• Develop and execute recruiting plans that insure a qualified and diverse group of candidates
• Promotes diversity throughout the university
• Network through industry contacts, association memberships, trade groups and employees
• Work with hiring managers and HR Business Partner on identifying critical organizational needs
• Assist with the creation of recruiting and interviewing plan for open requisitions
• Conduct phone screens for open requisitions
• Post openings in newspaper advertisements, with professional organizations, and in other position-appropriate venues
• Assist with new-hire orientation
• Perform related duties based on departmental need

Minimum Qualifications

• Bachelor’s degree with one (1) year of experience; -OR- Associate’s degree with three (3) years experience. Degree must be in business, human resources, or related field.

New: July 2013