Title: Recruiter II

Pay Scale Group: 15

Essential Function: 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

• Use social and professional networking sites to identify and source candidates

• Work with hiring managers and HR Business Partner on identifying critical organizational needs

• Develop and create recruiting and interviewing plan for open requisitions

• Assist with phone screens for open requisitions

• Update job knowledge by participating in education opportunities; reading professional publications; maintaining personal networks; actively participating in professional organizations

• Post openings in newspaper advertisements, with professional organizations, and in other position-appropriate venues

• Improve organizational attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and total rewards

• Assist with new-hire orientation

• Perform related duties based on departmental need

Minimum Qualifications

• Bachelor’s degree with three (3) years of experience; -OR- Associate’s degree with five (5) years experience. Degree must be in business, human resources, or related field.

New: July 2013