Title: Sr. Recruiter

Pay Scale Group: 16

**Essential Function:**
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
- 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
- Performs exit interviews and processes change of employee status
- Improve organizational attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and total rewards
- Collaborate with others to manage new-hire onboarding, ensuring an engaging and effective experience
- May provide direct supervision to exempt and non-exempt staff
- Perform related duties based on departmental need

**Minimum Qualifications**

- Bachelor’s degree with five (5) years of experience; -OR- Associate’s degree with seven (7) years of experience. Degree must be in business, human resources, or related field.

*New: July 2013*