



Recruitment Coordinator

Human Resources

HR/4

JOB SUMMARY

This position performs specialized duties in the college's recruitment functions. Performs and manages the recruiting and hiring processes of the college by managing the flow of candidates through the recruitment process, from the initial application to bringing them on board. Works closely with the job candidates, hiring managers and other department professionals in support of hiring needs.

MAJOR DUTIES

- Manage the employee recruitment process.
- Manage online applicant tracking system.
- Manage new employee orientation.
- Conduct trainings for faculty and staff, including best hiring practices and diversity.
- Develop and implement recruiting processes, policies and procedures.
- Completes background checks, MVR's and E-Verify cases on all potential hires, including faculty, staff, temporary workers, volunteers and work study students.
- Contact job applicants to inform them of the status of their applications.
- Maintain good rapport and communication with VP's, Deans and other hiring officials.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, recruiting firms, job fairs, or employee referrals.
- Oversee the recruitment track of the diversity committee.
- Conduct exit interviews and ensure that necessary employment termination paperwork is complete.
- Processes a variety of forms and employee requests.
- Manage Form I-9 retention.
- Provides data and reports as needed, including quarterly diversity reports.
- Assists in the maintenance of employee files and records.
- Responds to and resolves questions and concerns from applicants and employees.
- Interpret and explain HR policies, procedures, laws and standards, or regulations to employees.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities (ADA).
- Performs related duties and other projects as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resource management principles.
- Knowledge of federal and state laws related to employment and benefits.
- Knowledge of college policies and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of University System of Georgia policies and procedures.
- Skill to make timely decisions.
- Skill in decision making and problem solving.
- Skill in process/project management.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

- Ability to work independently with self-motivation.
- Ability to work in team settings.

SUPERVISORY CONTROLS

The Director of Human Resources assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state employment laws, University System of Georgia policies and procedures and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. The necessity of responding to the day-to-day or immediate needs of personnel contributes to the complexity of the position.
- The purpose of this position is to perform and manage the recruitment process of Darton State College. Success in this position contributes to the efficiency and effectiveness of strategic partnerships campus-wide.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, job applicants, other University System human resources staff, benefits providers, peers at other institutions, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems and to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to three years.