Recruiting Coordinator

Job Code 00007215

General Description
Responsible for providing information and referrals to students regarding part-time positions both on and off campus.

Examples of Duties
- Explain job requirements.
- Locate and update position openings.
- Visit and/or call employers.
- Post new positions on job board.
- Process employment verification on previous and enrolled student employees.
- Enter data into Student Employee screens such as Student Appointment form, W-4, and I-9 forms.
- Produce and complete statistical reports/cards.
- Maintain filing system.
- Assign job duties to student workers.
- Produce various correspondence.
- Interact with media regarding student employment.
- Present policies to students and staff.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- related outside agencies; marketing techniques; computer software including word processing; basic math; Employer’s procedures and standards for student employment; laws, guidelines, and policies related to I-9’s.
Skill in:
- effectively communicating with others; public speaking; typing; employment verifications; tally statistics; prepare clear, concise memos, letters, and reports; effectively direct the work of others.
Ability to:
- understand policy and procedure manuals, job announcements, reports and cards; prepare job postings and various correspondence; prioritize workload; work under pressure.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012