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.
- Participate in career fair.
- Interact with media regarding student employment.
- Present policies to students and staff.
- Maintain supplies.
- 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.

Educational 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.