Job Title: Employee Recruitment Specialist, Senior

BCAT Code: 09KU02  Effective Date: June 1, 2011
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs Human Resources (HR) duties, such as recruiting, interviewing, checking references, and assisting in the orientation of new employees.

Examples of Duties
- Assesses the needs of the hiring manager and develops a recruitment strategy.
- Identifies the professional and technical knowledge and skills deemed appropriate for positions.
- Supports the hiring managers in the preparation of requisitions, such as specific assistance in writing position specifications, determining the posted salary ranges, and selecting the appropriate skills.
- Coordinates with Affirmative Action in determining positions to be advertised internally as well as outside the University.
- Writes job announcements and assists the hiring managers in preparing copy for paid advertisements deemed appropriate for the position.
- Provides instructions and directions to managers and HR administrators, ensuring the compliance with recruitment and selection procedures and practices.
- Seeks ways to add value to the services of the Employment Office and to the hiring managers.
- Monitors the screening of all applications.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Familiarity with a variety of HR concepts, practices, and procedures.
- Good judgment to plan and accomplish goals.
- Ability to utilize a wide range of creativity and latitude.
- Excellent written and oral communication skills.
- Ability to work with a diverse population.

Minimum GSU Hiring Standards
Bachelor’s degree in Human Resources and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.