General Description
Provides clerical, administrative, and entry level recruitment support to the recruitment department and hiring managers during the recruitment process of qualified job candidates.

Examples of Duties
- Receives and reviews job applications and resumes.
- Assists in the verification of recruitment information submitted by managers and hiring departments.
- Contacts job applicants for more information.
- Screens job applications.
- Updates job postings and vacancies.
- Assists in preparing routine recruitment reports.
- Participates in recruitment seminars and meetings.
- Monitors and tracks performance of recruitment efforts.
- Performs other administrative and entry level recruitment duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of basic recruitment and human resource practices, policies, and procedures
- Knowledge of basic computer operations and software, such as spreadsheets, word processing, presentations, graphic design, databases.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, travel, and exhibit excellent customer service.

Minimum GSU Hiring Standards
Bachelor’s degree; 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.