Job Title: IT/Technical Recruiter

BCAT Code: 09KX19
Pay Grade: G16
FLSA Status: Exempt
Effective Date: July 1, 2009
Revision Date: July 1, 2013

General Description
Develops and implements technical recruitment and retention programs for customer groups, such as the University, colleges, divisions, offices, etc. Works with search firms and placement agencies. Screens, interviews, and recommends prospective employees for entry level and experienced technical positions. Determines skill requirements with managers. Identifies turnovers and conducts exit interviews.

Examples of Duties
- Develops and maintains a recruitment and retention plan for technical jobs at the University.
- Develops initiatives to promote recruitment and retention of technical positions.
- Establishes strategic relationships with applicants, managers, and other internal or external parties in the recruitment and retention process.
- Provides recruitment and retention assistance to hiring authorities and other parties in filling new or vacant positions, such as working with search firms and placement agencies, screening, interviewing, and recommending prospective employees, determining skill requirements.
- Serves as subject-matter-expert and consultant in the area of technical staffing.
- Develops, implements, and details performance measures and reports for pre-recruitment and post-recruitment efforts.
- Coordinates and maintains the necessary resources for recruitment and retention efforts.
- Maintains membership in professional organizations that enhance the knowledge and skills in recruitment and retention.
- Performs other recruitment and retention related duties as assigned, including traveling.

Knowledge, Skills and Abilities
- Knowledge of recruitment and retention procedures and practices.
- Knowledge of technical jobs, Human Resources (HR) practices and related laws, and market competitive forces.
- Knowledge of the University environment.
- Effective oral, written, and interpersonal communication skills.
- Effective time management and organizational skills.
- Ability to travel.
- Ability to establish relationships within and outside of institutional boundaries.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience. Bachelor’s degree in Marketing or Computer Science preferred. Five years of Information Technology (IT) or Technical experience preferred.

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.