General Description
Manages the Panther Temps Program, an internal temporary employment service for the University.

Examples of Duties
- Serves as the content expert and internal consultant for departments interested in hiring temporary employees.
- Develops and executes appropriate recruitment strategies that will identify qualified temporary applicants.
- Assesses the needs of the hiring managers and leads or implements the recruiting process.
- Supports the hiring managers in the preparation of the Temporary Job Order Request Form.
- Qualifies and disqualifies candidates through sourcing, resume and application screening, and interviewing.
- Implements policies, such as background checks on applicants.
- Researches employment laws to provide instruction and direction to hiring managers and Human Resources (HR) administrators.
- Performs cost control and quality assurance in the employment process.
- Communicates with job candidates regarding temporary positions and conditions of employment at the University.
- Manages the Panther Temps budget.
- Locates and participates in inexpensive and free career fairs on a regular basis.
- Maintains working relationships with Georgia State University (GSU) hiring officials, community representatives, media vendors, and professional peers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of employment laws, regulations, and applicant tracking systems.
- Knowledge of MS Word, Excel, internet and database applications.
- Effective project management, time management and organizational skills.
- Effective oral and written communication skills.
- Ability to travel to career fairs as needed.
- Ability to multi-task and easily adapt to changing priorities.
- Ability to exercise sound judgment in the decision-making process with minimal management supervision.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of recruitment experience; or High school diploma or GED and six 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.