

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Employment Supervisor **SALARY GRADE:** HU-12  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 05  
**JOB CODE:** 2620 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The purpose of this position is to oversee the employment function including preparation of announcements, advertisements and web-based sources. Oversee the assessment of applications and resumes and interviewing process. Ensures that letters of offer of employment conform to University standards.

**SUPERVISORY ACCOUNTABILITY:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**NATURE AND SCOPE:** Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

**PRINCIPAL ACCOUNTABILITIES:** Coordination of bi-monthly recruiter meeting with formalized agenda and updated information on University business practices that impact the Department of Employment.

Oversee the coordination of reception area for excellent customer service and Departmental updates.

Review and completion of updated job offer letters for inclusion in PeopleSoft within thirty (30) day time frame.

Assist in implementation and developmental training for recruitment staff in the Office of Talent Management; assign developmental projects to the recruitment staff for outreach to University Departments/Offices.

Address any outstanding complaints for payroll or other related issues from Departments/Offices, PeopleSoft Production Center (HEAT Tickets) in regards to employee or new hire issues in coordination with the recruitment staff.

Make valued documented suggestions for business improvement processes for recruitment staff and PeopleSoft document processing.

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Maintain an updated recruiter workflow agenda and New Hire Orientation agenda.

Coordinate site visits for recruitment staff with key Departmental administrators.

Oversee Faculty and Staff Orientation for efficient program agenda and timely communications with other Office of Talent Management departments inclusive of consistent update of new hire documents and relative documents for Employment Law updates.

Oversee verification of electronic offer letters for all new hires, rehires, grant appointments and promotions are received by the hiring managers from the recruitment staff.

Oversee communications to Principal Investigators for receipt of email notifications for grant terminated employees.

Assure written and technical correspondence goes out from the recruitment staff to University clientele for data accuracy and integrity inclusive of grammatical proficiency.

Oversee and delegate responsibility to recruitment staff of the Job Opening pending report so that all job openings have been delegated for processing.

Submit monthly written and technical reports on developmental progress or any associated issues with recruitment staff.

Process hires for executive offices with professional follow through and timely communications.

Develop written document for standard operation procedures for new hires, promotions and rehires.

Identify critical and appropriate training venues for advancement of recruitment staff and submit to the Director of Employment.

Performs other related duties as assigned.

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**CORE COMPETENCIES:** Knowledge of and skill in applying the principles, practices and procedures of human resources administration in the areas of recruitment, employment, and employment visas.

Knowledge of and skill in interpreting and applying state and federal statutes and University and department policies and procedures.

Knowledge of automated HR databases.

Knowledge of automated payroll processes and procedures.

Skill in problem analysis and resolution.

Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Knowledge and skill in accounting and budgeting techniques and principles.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's degree in business administration or related field and 3-6 years of experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_

