

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Recruiter	SALARY GRADE:	HU-10
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	2609	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: Under the general direction of the senior staff provides the recruitment and placement of qualified individuals into positions within Howard University. Provides direct professional support and operational assistance in evaluating applicant's work history, education, training, job skills, and other personal qualifications for positions within the University.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Contacts include interfacing internally with a diversified group of University staff. Externally, the incumbent interfaces with a variety of recruitment sources, a multi-cultural and diverse population, as well as professional organizations.

PRINCIPAL ACCOUNTABILITIES: Under the direction of the senior staff recruits, interviews applicants, evaluates applications, checks references, and determines eligibility with regard to qualification requirements for positions within the University.

Functions within the PeopleSoft operating system environment.

Reviews information received concerning position opening and contacts hiring official(s) in preparation for recruitment activities.

Under the direction of the senior staff advises hiring official(s) concerning any qualifications requirements required, which are inconsistent with the official position description, and which requires classification action prior to posting, and obtains any supplementary information required for the judicious evaluation and referral of applicants.

Prepares job vacancy announcements as assigned, and functions within the PeopleSoft operating system environment.

Reviews reference letters submitted by candidates, make reference checks and records information received.

Prepares offer of employment letters for candidates selected and letters of non-selection for appropriate personnel.

Under the review of the senior staff advertises position vacancies in the University community, locally, and nationally through newspapers, trade and professional journals, and through a variety of recruitment sources.

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Attends seminars, job fairs, and through review of Internet job sites.

Keeps abreast of new and updated standards and regulations related to staffing and employment.

Coordinates and facilitates the New Employee Orientation Program.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of current recruitment principles, procedures, techniques and practices.

Knowledge of current United States immigration and Equal Employment Opportunity laws and regulations as well as Federal and local employment law guidelines.

Knowledge of software packages such as word processing, spreadsheet and database management.

Knowledge of PeopleSoft software desirable.

Must possess excellent analytical, communication, interpersonal relations and problem solving skills.

Ability to adhere to policy/procedural changes.

Ability to quickly respond in a positive manner to change.

Ability to develop and maintain a pool of highly competent candidates for which no current vacancies exist.

Ability to be a supportive and productive team member with a focus on providing courteous, polite, positive and professional customer services of the highest quality.

Ability to write reports in a clear and concise manner.

Ability to keep accurate records.

Competence in both oral and written English to communicate in a clear, concise and professional manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

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MINIMUM REQUIREMENTS: Bachelor's Degree in Business or related area, and 1-3 years of related experience. 8 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:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management