

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Sr. Recruiter	SALARY GRADE:	HU-11
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: 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 personal qualifications for positions within the University. Responsible for New Employee Orientation.

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: Taking the lead role in researching, developing, and then executing position specific recruitment strategies.

Recommending ideas and strategies related to recruitment that will contribute to the long-range growth of the University, implementing new processes and fine tuning standard processes for recruiting.

Advises hiring officials concerning qualifications requirements. Obtains any supplementary information required for the judicious evaluation and referral of applicants. Working closely with hiring managers at all levels.

Coordinating the offer and post offer (references, etc.) process and performing on-boarding process.

Develops job vacancy announcements as assigned, and places this information on the University's Internet employment site and the employment bulletin board.

Conducts follow-up activities to evaluate selection and placement techniques.

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

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

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Sr. Recruiter	SALARY GRADE:	HU-11
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	2609	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Designing, implementing, and managing multiple recruiting efforts as well as recruiting projects.

Possessing a wide degree of creativity and business understanding. Be a good listener and provide sound recruiting advice to clients.

Possessing critical thinking and judgment to discern clients' recruitment needs and influence. Be able to communicate effectively through writing and oral presentations.

Promoting Howard University career opportunities to the professional and campus community via networking, job fairs, conference attendance and career events.

Demonstrating the ability to handle a variety of recruitment issues with successful outcomes and demonstrating openness to new ideas.

Provides advisory and technical assistance to University managers and staff. Consults with the Director of Employment and Employee Relations, in developing and

Implements programs to meet departmental staffing and manpower objectives.

Advertises position vacancies in the University community, locally, and nationally through newspapers, trade and professional journals, and through a variety of recruitment sources.

Maintains recruitment and manpower sources by attending 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 the New Employee Orientation Program.

Evaluates, selects, and places candidates for temporary clerical/secretarial needs within the University.

Performs other related duties as assigned.

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

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Sr. Recruiter	SALARY GRADE:	HU-11
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	2609	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

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.

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 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.

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

MINIMUM REQUIREMENTS:

Bachelor's Degree in Business or related area, and 2-5 years of related experience. 10 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.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Sr. Recruiter

SALARY GRADE: HU-11

DATE REVISED: December 01, 2014

EEO CODE: 02

JOB CODE: 2609

FLSA STATUS: Exempt

BARGAINING UNIT: N/A

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____