

JOB DESCRIPTION # 20.2

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Human Resource Associate Recruiter

JOB CATEGORY: Professional Support Staff

REPORTS TO: Human Resource Information Systems Director

BASIC FUNCTIONS: Recruits, researches, screens and refers job candidates for job openings:

SCOPE: Work is performed with a high degree of independence. This position serves all Seven Hills' operating affiliates.

QUALIFICATIONS: Bachelor's Degree in related field with a minimum of (2) two years of related experience. Proven oral and written communication. Skills required: Fluency in Microsoft programs; Excel, Word, Access, Power Point, Publisher, and web based applications. Valid Driver's License Required. Access to vehicle for use in meeting extensive travel required.

SCHEDULE: Full Time 40 hours per week, Monday through Friday. Occasional additional hours as corporate needs dictate.

RESPONSIBILITIES/OBJECTIVES:

- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.
- Develops recruitment programs and collateral to attract applicants and to fill specific job openings.
- Maintains accurate recruiting data using the HRIS software system.
- Develops and maintains network of contacts to help identify and source qualified candidates.
- Reviews applications and screens applicants to obtain work history, education, training, job skills, and salary requirements, and to provide information about the organization and position.
- Screens and refers qualified candidates to hiring managers to arrange interviews.

- Reviews all applicant / applicant tracking forms, to assess alternative job match and source qualified candidates.
- Coordinates participation in external, sets up display, and works at career job fairs.
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- Develops and maintains professional relationships with colleges, universities, community placement offices, and other public organizations to generate qualified applicant.

STATUS: Non-Exempt.

STATE CONTRACT CROSS REFERENCE TITLE: Not Applicable

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date