



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Retention and Recruitment	Human Resources	Executive Director of Human Resources

<b>Position No:</b> 77324	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD11	<b>Date Approved:</b> 5/13/14
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 6/26/14; 6/19/15; 5/31/19; 1/5/21

JOB GOAL
The position is responsible for developing and facilitating the design and implementation of the District's retention and recruitment plan, while supporting efforts to ensure a diverse workforce. The Coordinator will use cutting edge technology to assist with developing data driven recruitment strategies. The position is also responsible for key departmental projects and activities, as well as assisting with monitoring and evaluating the efficiency and effectiveness of the delivery of human resources services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's Degree, Master's Degree or higher preferred.</li> <li>2. Minimum 2 years experience in personnel recruitment.</li> <li>3. SHRM or HRCI certification preferred.</li> <li>4. Ability to analyze, interpret, and use data in decision-making.</li> <li>5. Ability to plan, organize, and prioritize.</li> <li>6. Effective skills in oral and written communications.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Direct, oversee, and execute the District's Instructional Retention and Recruitment Plan, conduct regular evaluations of retention and recruitment strategies to determine the effectiveness of recruiting plans and implementation, and apply appropriate modifications to retention and recruitment strategies as needed on an annual basis.</li> <li>2. Conduct required evaluations of organizational brand and retention and recruitment strategies and make adjustments as needed and/or develop additional strategies to meet the needs of the District.</li> <li>3. Identify, based upon Recruitment Plan strategies, colleges and universities to attend during on-campus recruitment fairs. Research and recommend new sources for active and passive candidate recruiting.</li> <li>4. Coordinate college recruitment initiatives and teams, developing relationships with all parties to aid in recruiting and increase college awareness of SLPS. This may include the development and execution of professional development for recruitment.</li> <li>5. Network through industry contacts, association memberships, trade groups, and employees.</li> <li>6. Maintain knowledge of policies and regulations associated with educational equity as applicable to State and Federal guidelines and/or experience in governmental compliance issues.</li> <li>7. Serve as the District's contact and administrator for the A Promise Is A Promise Program, student internship placements, classroom visitations, and the screening of interns for immediate or forthcoming employment.</li> <li>8. Coordinate the planning and implementation of recruitment/retention initiatives.</li> <li>9. Retain and record data affiliated with recruitment/retention.</li> </ol>

10. Assist and monitor the application and employment process including orientation programs for new employees.
11. Coordinate the processing of current applicants to develop a pool of candidates in advance of need.
12. Work with the Human Resource Department to hire employees.
13. Utilize the Internet and social media for recruitment/retention.
  - Create, maintain, and improve a recruitment page on the SLPS website.
  - Research new ways to use the digital Internet and social media for recruitment/retention
  - Use social and professional networking sites to identify and source candidates.
14. Aid public relations in establishing a recognizable "employer of choice" reputation for the district, both internally and externally.
15. Prepare advertisements and mailing campaigns as required within the recruitment and retention plan.
16. Maintain a file of candidates who were not selected for employment, but for whom a future opening is likely to appear within the district, and for others inquiring about employment opportunities for whom openings do not exist at the time of the inquiry.
17. Perform all assigned tasks in a timely and efficient manner.
18. Perform other duties as assigned by the Supervisor.

**PHYSICAL DEMAND CLASS:**

Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.