



DATE ISSUED: 05/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Manager, Recruitment and Selection

JOB SUMMARY

Assists with management of the day-to-day activities of the Employment & Recruitment section of Human Resources. This position is responsible for assisting with all TWU Employment Processes, Search & Selection Procedures, Diversity Plans, and Oracle I-Recruitment; involving rollout and administering policies and procedures related to I-Recruitment and Recruitment & Selection. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Recruitment and Selection

Supervises: Student Assistants/interns

PRIMARY DUTIES - May include, but not limited to the following:

Answers policy and practice questions for area of responsibility.
Performs daily over site of the recruitment function and processes.
Processes personnel vacancy forms (PVFs).
Opens new vacancies.
Reviews, updates and writes job postings to ensure clarity, content and marketability of recruitment advertisements; including web, newspapers, and journals.
Maintains the university recruitment, selection, and employment webpage.
Screens resumes/ applications and sorts them in to qualified and nonqualified folders for departments to review.
Assists with maintenance of applicant tracking requirements for reference and statistical purposes as defined by the Office of Federal Contract Compliance Programs (OFCCP).
Performs background checks and degree verifications on all positions.
Makes formal job offers—both oral and written.

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Follows established guidelines to close vacancies.
Maintains proper employment records in compliance with University policy, and State and Federal law.
Works with search committees and hiring managers as a contact for the Search and Selection Handbook.
Counsels and assists departments with employment policy and procedures.
Conducts website review for accuracy of information and links.

ADDITIONAL DUTIES

Assists with all TWU job fairs, including community and professional job fairs.
Assists with New Employee Orientation (NEO) presentations.
Discusses department needs with the Manager of Recruitment and Selection and HR Staff to determine effective recruitment programs.
Assists with the update and maintenance of the Search and Selection Handbook.
Provides input related to the employment budget and expense control.
Assists with the university efforts to comply with the Diversity Plan & Recruitment Policy.
Assists with the employment function for all campuses and to raise TWU knowledge in all the communities where we operate.
Assists with coordinating the university's affirmative action efforts related to the search and hiring processes.
Attends employment related conferences, seminars, and training; some travel required.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree in Human Resources, Business Administration or a related field preferred. PHR/SPHR certification preferred.

EXPERIENCE

Four years of progressively responsible Human Resources experience with an emphasis in recruitment and selection duties is required. Two (2) years minimum of HRIS/ Recruitment system experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

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Ability to assist with budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively -orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.