



**DATE ISSUED:** 09/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, Recruitment and Selection

### **JOB SUMMARY**

This highly visible position is responsible for all TWU Employment Processes; Search & Selection Procedures; involving rollout and administering policies and procedures related to 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:* Director, Human Resources Professional Services

*Supervises:* Assistant Manager, Recruitment & Selection; may supervise clerical support staff, Student Assistants and/or interns

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

Answers policy and practice questions for area of responsibility.  
Leads the university's recruitment processes and maintains a system of applicant tracking for reference and statistical purposes.  
Counsels departments on employment policy and procedures.  
Discusses department needs with supervisors to determine effective recruitment programs.  
Responsible for all recruitment advertisements; including web, newspapers, and journals.  
Responsible for all TWU job fairs, including community and professional job fairs.  
Responsible for related employment budget and expense control.  
Works with search committees and is the lead contact for the Search and Selection Handbook  
Leads the employment function for all campuses and to raise TWU knowledge in all the communities where we operate.  
Coordinates the university's affirmative action efforts related to the search and hiring processes.  
Makes formal job offers, both oral and written.  
Reviews resumes and applications.

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Places resumes in qualified and nonqualified folders for departments to review.  
Maintains proper employment records in compliance with University policy, and State and Federal law.  
Develops and implements recruitment strategies for staff and faculty.  
Maintains a system of applicant tracking for reference and statistical purposes.  
Attends employment related conferences, seminars, and training; some travel required.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Maintains the university recruitment, selection, and employment webpage.  
Conducts website review for accuracy of information and links.  
Performs background checks on all positions.  
Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in Business Administration, Human Resources Management, or a related field. PHR/SPHR Certification preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### ***EXPERIENCE***

Five years of progressively responsible recruitment management experience. Experience working in large state governmental institutions preferred. Minimum of two years HRIS/Applicant Tracking experience preferred.

### ***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.  
Ability to apply 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**

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

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*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.***