SHASTA-TEHAMA-TRINTY COMMUNITY COLLEGE DISTRICT

JOB TITLE: Personnel Recruitment Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of responsible office support duties in the processing and maintenance of classified and academic personnel recruitment operations. This job class functions independently under limited supervision and exercises responsibility for ensuring that district recruitment activities and operations are processed accurately and in accordance with established district recruitment policies and procedures. This position requires a high degree of accuracy and attention to detail and excellent organization skills.

SUPERVISOR: Associate Vice President of Human Resources or designee

TYPICAL DUTIES:

- Processes and coordinates personnel recruitment activities and operations for district academic and classified positions in accordance with established district recruitment policy

- Prepares, posts, and distributes job advertisements and job announcements for recruitment purposes.

- Provides information and assistance to job applicants and employees regarding job-openings, employment standards, requirements, application materials and procedures.

- Maintains a variety of complex record keeping systems and monitoring activities including leave accounting records.

- Collects data and prepares a variety of mailing lists, reports, and correspondence related to recruitment functions

- Receives applications for employment: categorizes, records, and maintains applications.

- Corresponds/confers with applicants regarding the status of their applications and notifies successful/unsuccessful candidates of employment decisions made
Typical Duties (Continued)

- Coordinates district recruitment and selection efforts with various college selection committees; advises committees of proper selection, interview, and other personnel policies

- Directs, oversees and reviews the work of other part-time staff and students.

- Assists in administering selection procedures by scheduling interviews, scheduling testing appointments, preparing interview materials, notifying applicants, and explaining and monitoring procedures and processing of completed recruitment folders

- Checks tests and interview materials for completeness and accuracy; tacks material to ensure their return

- Types appointment letters and coordinates employment materials for assigned new employees

- Coordinates employment materials for new employees

- Assists with reception duties in the office

- Issues parking permits to visitors and staff; parking regulation information and Parking comment Forms

- Performs a variety of clerical duties as assigned including typing, filing, running copies, distributing mail, answering telephone, taking messages, etc.

- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Modern office methods practices, and procedures including receptionist and telephone techniques

- Effective record keeping and filing systems and procedures
- Proper English usage, spelling, grammar, punctuation and vocabulary
- Diverse background of community college students

ABILITY TO:

- Interpret and apply pertinent policies, laws, rules, and procedures affecting personnel transactions
- Learn College policies, procedures, standards, and requirements pertaining to personnel operations
- Establish and maintain accurate record keeping systems and prepare related reports
- Accurately type at 50 words per minute
- Accurately perform mathematical calculations
- Effectively and tactfully communicate in both oral and written forms
- Understand and carry out oral and written instructions
- Operate standard office equipment including copier and calculator
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Two years of varied office experience or equivalent.
- Public personnel experience desirable.