JOB DESCRIPTION

TITLE
Manager, Recruitment

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. 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: Executive Director, Human Resources
Supervises: Sr. HR Generalist

ESSENTIAL 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 the iRecruitment applicant tracking system for faculty and staff.
- Reports on recruitment statistics for reference and statistical purposes.
- Maintains Search and Selection Handbook and all required recruitment and background check forms.
- Works with search committees and is the lead contact for the Search and Selection Handbook.
- 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.
- Performs background checks on all positions.
- Responsible for verification of selective service.
Manager, Recruitment  
Date Issued: 03/17  
FLSA: Exempt  
PTO: VCS

- Responsible for all TWU job fairs, including community and professional job fairs.  
- Responsible for related employment budget and expense control.  
- Leads the employment function for all campuses and raises TWU knowledge in all the communities where TWU operates.  
- Assists with 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.  
- Maintains proper employment records in compliance with University policy, and State and Federal law.  
- Attends employment related conferences, seminars, and training; some travel required.  
- Schedule benefits eligible staff for New Employee Orientation.  
- Conduct presentations at TWU conferences.  
- Web spinner for Human Resources.  
- Liaison with outside law firm for processing international hiring of staff and faculty.  
- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies.  
- Assists with student assistant processing.  
- Assists in the translation of documents and with Spanish speakers that come in HR.  
- 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 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.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Ability to plan, direct, and evaluate a complex operation, using human resources, 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, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: __________

Employee Printed Name: __________________________

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, gender, sex, sexual orientation, 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.