

WESTMONT COLLEGE

Employment Coordinator **Office of Human Resources**

Position Summary: Manages the recruitment and hiring process and provides excellent customer service to internal and external customers in areas including but not limited to: recruitment/selection, compensation, HRIS, recognition and implementation of policies and procedures.

Qualifications: Bachelor's in Human Resources, Business, or a related discipline appropriate to the responsibilities required. Also requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations and minimum of 2 years' professional level experience in Human Resources, including in-depth knowledge of recruitment and selection. Strong communication skills with the ability to develop effective relationships with a wide range of individuals. Requires knowledge of CA and Federal requirements related to HR including employment and discrimination. Demonstrated commitment to and support of diversity in the workplace. Must have strong organizational and multiple-project management skills as well as the ability to prioritize and meet deadlines, and to work independently and collaboratively. Must be an effective critical thinker and problem solver. Strong analytical skills required to conduct classification studies, analyze data and determine trends. Position also requires: the highest level of confidentiality, integrity and professionalism; the ability to exercise sound independent judgements, and the ability to effectively resolve conflict. Additional requirements include: strong technical aptitude in Microsoft Office Suite, particularly Access; fluency in web-based recruiting tools, including social media and job boards, and applicant-tracking systems; experience using HRIS. Previous experience in higher education and/or a nonprofit organization highly desirable.

Responsibilities:

1. Manages staff recruitment. Interprets and administers employment policies and procedures to ensure understanding and consistency. Coordinates placement of temporary and agency staff. Ensures temporary staff satisfy functional and College requirements. Creatively develops recruitment advertising for optimum visibility and develops new sources.
2. Provides effective candidate care regarding application process, employment policies, and organizational information.
3. Partners with hiring managers in the screening process; advises on suitability of candidates for vacancies, and provides guidance on the reference checking process. Advises hiring managers regarding the hiring process, employment policies, and recruitment and hiring issues. Provides information and support to search committees and participates as requested.
4. Provides training and assistance to hiring managers with interviewing for desired skills and abilities, competencies and attributes to ensure new hire success. Serves as a subject matter expert on applicant tracking system, and assesses how best to maximize the system.
5. Manages ancillary procedures and systems, such as reference and background checks that support an overall successful recruitment process.
6. Prepares position descriptions, assesses and clarifies requirements and provides benchmark comparisons. Correctly interprets College policy for individual situations to promote understanding and to ensure consistency of practices.
7. Prepares reports and audits accuracy of data. Completes compensation surveys and other surveys as needed. Completes verifications of employment as requested.
8. Ensures compliance with the college's right to work program, process and documents. Manages compliant background check process.
9. Coordinates effective New Hire Onboarding process and maintains materials and web site. Coordinates New Hire events, surveys and follow up.

10. In conjunction with the HR Team effectively communicates complex information to faculty, staff and the public regarding college policy.
11. Special projects - including researching, creating, recommending and implementing programs to ensure best practices and success in HR functions; reviews and revises HR guidelines and processes; assists with employee events, employee engagement and recognition; and assists with maintaining the HRIS.
12. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
13. Performs all other duties as assigned.

Reports to: Director of Human Resources

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