

THE CATHOLIC UNIVERSITY OF AMERICA

Senior Recruitment Specialist/Recruitment Specialist (full-time, 35 hours/week)

Human Resources

Position 10847

Position Summary: Report to the Manager, Talent Acquisitions/Recruitment, the Senior Recruitment Specialist is responsible for recruitment related initiatives and providing recruitment and hiring support for staff. They will source talent for hard to fill positions and staff under the Provost, Student Life, Finance, University Advancement and Enrollment Management and Marketing. The Senior Recruitment Specialist conducts recruitment activity in accordance with human resources standards and departmental requirements working to build positive partnerships with hiring managers. The Senior Recruitment Specialist provides guidance and recommends strategy on advertising, pre-screening, data-entry/record keeping, and necessary on-boarding procedures.

Essential Responsibilities Include: Work in collaboration with hiring managers/supervisors, recruit various staff level positions for the following areas: Provost, Finance, University Advancement, Student Life and Enrollment Management and Marketing. Establish an understanding of hiring managers' replacement needs and the nature of the vacancy. Provide guidance to hiring managers/supervisors and chairs on the staff recruitment and hiring process. Partner with the hiring manager/supervisor in a consultative capacity to assist with recruitment strategy, advertising strategy, candidate selection, offers and on-boarding. Guide and educate managers on the importance on following proper recruitment procedures. Assist in telephone pre-screening of top candidates where appropriate. Source talent for hard to fill positions, including higher level positions. Meet with newly appointed hiring managers/supervisors to educate them on CUA's recruitment process. Conduct training on CUA's recruitment process. Meet with all new hires during first day of employment and ensure all new hire paperwork is completed and compliance training is completed prior to employee beginning work in their respective school/department/office. Conduct employment portion of new employee orientation based on a rotating schedule with other Recruitment Specialist. Must be flexible to do administrative and transactional support for requisitions which includes data entry, posting positions, etc.

Minimum Qualifications: A Bachelor's Degree in Human Resources or related field is required with a minimum of four (4) years' human resources experience. At least three (3) years' full-cycle recruitment experience required. Experience working with HRIS. Good customer service skills to interface with hiring managers on campus.

Preferred Qualifications: At least one (1) year of supervisory or team lead experience preferred. Service industry experience preferred. Professional in Human Resources (PHR) preferred. Higher education, staffing or university advancement experience is desirable.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101847 in subject line of email. Applications close on 5/26/17.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050