University of Wisconsin – Superior  
Position Description  
Recruitment Process Coordinator

Working Title: Recruitment Process Coordinator  
Hayes Hill Title/Level: Human Resources Specialist-Associate/No Prefix; 100% (12 month) renewable  
Position Reports to: Director of Human Resources

POSITION SUMMARY:
The Recruitment Process Coordinator supports UW-Superior in their mission to promote the recruitment of a diverse and inclusive workforce while ensuring best practices and compliance. This position serves as a point of contact to the campus community to recruit, retain, and sustain a high-quality workforce prepared to address challenges and opportunities in an educational environment. The Coordinator promotes, supports, and performs full life-cycle recruiting including the development of recruitment plans, sourcing, screening, guiding search related teams and processes, drafting appointment agreements, and facilitating candidates through the new hire process.

DUTIES AND RESPONSIBILITIES:
- Support the full cycle of the recruiting process including needs assessment, search strategy creation, research, recruiting, interviewing, assessments, referencing, offer creation and negotiation, and onboarding coordination
  - Source, recruit, interview, and recommend external and internal candidates for hire
  - Analyze, compile, and disseminate recruitment records
  - Serve as a facilitator, subject matter expert, and liaison to provide advice on recruitment best practices and disseminate applicable policies and procedures
  - Process lifecycle recruitment transactions in various mediums to ensure accurate and timely entry of necessary information
- Collaborate with and provides guidance to unit representatives and hiring managers to deliver effective and efficient strategies that identify, attract, and lead to hiring high-quality talent
- Work with key stakeholders to implement, facilitate, and update the recruitment, assessment, and selection policies and procedures
- Support plans to improve service, ensure compliance, support reporting, and aid in operational and strategic decision-making processes
- Contribute to the development of workforce planning strategies and objectives
- Identify opportunities for improvement of Human Resources and employment related processes
- Advise, support, and coordinate the titling and compensation process
- Support and coordinate onboarding activities and new hire orientation
- Assist with preparing and co-facilitating recruitment related outreach
- Interact with UW System Administration Human Resource Office on procedures and processes, participating in system-wide working groups as opportunities arise
- Provide specialized assistance to the Director of Human Resources when requested
- Oversee recruitment posting and related information on the UW-Superior website and other recruitment platforms
- Engage with and source candidates through social networking tools, technology, and best practices
- Perform other related work as assigned
- Complete required training and professional development as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:
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- Knowledge of federal, state, public administration, UW System, and institutional policy and regulation
- Advanced knowledge and application skills in the effective use of technology, telecommunication, internet research and navigation, and office equipment
- Advanced knowledge and application skills in the use of business software programs such as Human Resource Information Systems, Microsoft Office Suite, and Adobe
- Ability to communicate effectively with a diverse campus community and demonstrated commitment to equity, diversity, and inclusion
- Ability to manage multiple tasks and set priorities under competing deadlines
- Ability to solve problems independently
- Ability to be accurate with strong attention to detail
- Ability to be highly organized
- Ability to maintain professionalism and confidentiality
- Ability and motivation to build and strengthen key relationships and serve as a liaison to internal and external stakeholders
- Ability to understand and apply information that contributes to institutional and departmental strategic planning
- Ability to manage interactions that promote and provide effective service and support to UW-Superior
- Ability to integrate UW-Superior core values, integrity, and accountability throughout the institution

REQUIRED QUALIFICATIONS:
- Bachelor’s Degree and 2 years’ Human Resources experience or Associate's Degree plus 4 years’ Human Resources experience

DESIRABLE QUALIFICATIONS:
- Direct recruiting experience
- Human Resources experience in Higher Education
- SHRM CP/SCP or equivalent certification

November 24, 2020