



**University of Texas at El Paso
Job Description**

Job Code: 9516
Job Title: Human Resources Representative I-Recruiter
Department: Human Resource Services
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010 / January 10, 2014

Summary: Under limited supervision and with moderate latitude for the use of initiative and independent judgment, partners with university management in recruitment of top talent by attracting and retaining staff at all position levels. Ensures compliance with state and federal laws and regulations as well as university policies and procedures. May train others.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Responsible for delivering all facets of full cycle recruitment for all exempt and non-exempt personnel. Partners with management to efficiently and effectively fill open positions including screening of applicants and/or conducting prescreening interviews for position requirements. Provides a high level of customer service in consulting with and guiding hiring officials in comprehensive recruitment and staffing issues, policies, and processes.

Establishes, cultivates, and maintains ongoing relationships with hiring managers in order to understand the business unit and its recruitment needs within the context of their mission; develop and maintain a strong rapport with key leaders in the department; attend departmental staff and other meetings as requested to acquire substantial knowledge about the department's business objectives, goals, operations and work culture.

Develops and executes strategic recruiting plans to ensure the timely execution of on-boarding practices and serves as primary contact throughout the on-boarding process.

Develops and reviews diversity plan with an emphasis on recruitment strategies.

Provides strategic insight on **creative** and innovative recruitment approaches; stays informed of trends and recruiting techniques in order to be competitive in state-of-the-art recruiting practices.

Researches, and uses social and professional networking sites to identify and source candidates and recommends new sources for active and passive candidate recruiting.

Provides guidance and/or problem resolution for highly sensitive and unique human resource-related matters.

Maintains a heavy administrative process i.e. posting positions, conducting background checks, reporting/metrics, performs reference checks on applicants upon request and oversees the maintenance and administration of the recruiting application tracking system.

Coordinates and conducts energetic new employee orientations; insures that employees have proper documentation for eligibility to work in the U.S. and identification information.

Coordinates and represents university at career fairs and networks with industry contacts, association's memberships, trade groups and employees to develop network pools.

Promotes university's attractiveness by recommending new policies and practices; keeping abreast of job offers and compensation practices; and emphasizing benefit and perks to recruitment and retention such as group insurance, life, medical and dental, accident and disability, pensions, investments, and saving.

Administers compensation program; may write job descriptions or review and edit job descriptions written by others; confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.



Participates in developing recruitment goals, objectives, and systems for assigned customers; administers various human resources plans and procedures, assists in the development and implementation of personnel policies and procedures; prepares and maintains policies and procedures manuals.

Conducts audits of human resources activities to ensure compliance with policies and procedures. Conducts workforce analyses and executes workforce plans and recruitment and retention strategies.

May compile and analyze wage data, to include conducting classification compliance audits, reviewing position questionnaires, interviewing employees, and preparing reports of findings, making recommendations as appropriate.

Collects and analyzes recruitment data to disseminate performance indicators for department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services provided.

Provides advice and counsel to current employees regarding promotional opportunities and career development.

Conducts regular follow-up with management to determine effectiveness of recruiting plans and implementation to complete key performance indicators and/or performance matrix

Develops vendor contact to investigate discrepancies and provide information in non-routine situations.

Participates in administrative staff meetings, other meetings and seminars, and annual campus functions such as retirement, convocation, and health fairs.

Keeps abreast of law changes through UT System.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience. Knowledge of the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel Activities. Strong oral and written communication skills to communicate appropriate tact with customers in conducting interviews, in using computers and human resources related software applications, and in handling multiple tasks and prioritizing. Ability to explain policies and procedures to staff and the public; to train others; to maintain confidential and sensitive information; to develop and analyze human resource processes; to establish and maintain effective working relationships with applicants, employees, and the general public; and to communicate effectively. Experience in building networks to find qualified passive candidates. Demonstrated experience in change management, establishing trust and credibility, working independently, interviewing and negotiation skills. Technical recruitment and sourcing expertise. Ability to deal with ambiguity and complexity. Developing and executing candidate sourcing strategies, cold calling and candidate assessment through in-depth behavioral based interviews. Ability to build and maintain client management experience, with strong credibility, presence, and the ability to influence management. Demonstrate experience in staying abreast in latest recruitment trends. Use innovative techniques to meet the staffing needs while taking a broad perspective on strategic sourcing to meet workforce needs. Must maintain and execute strong sense of integrity.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand and walk. The employee must regularly sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.