

NORTHLAND PIONEER COLLEGE
Position Description

JOB TITLE: Human Resources Staffing Specialist	Classification: Exempt	LOCATION: PDC Work Designation: H1
MANAGER/REPORTS TO: HR Director	OVERTIME ELIGIBLE: NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

The Staffing Specialist plays a crucial role in the Human Resources department, contributing to the college's mission by ensuring a seamless hiring process and assisting hiring managers in selecting qualified individuals to join our diverse and dynamic workforce. This position involves managing the recruitment process from inception to onboarding, ensuring a streamlined and positive experience for both candidates and hiring managers.

Essential Functions

1. **Recruitment Strategy:** Assists with development and implementation of effective recruitment strategies to attract a diverse pool of candidates for faculty, staff, and administrative positions. Participates in job fairs and community events to promote open positions.
2. **Job Posting and Advertising:** Posts vacancies on relevant platforms to maximize visibility and reach a broad audience. Ensures accurate setup and implementation of applicant tracking systems and recommends changes to HR leadership for consideration as appropriate.
3. **Candidate Screening:** Review resumes, conduct initial screenings, and coordinate all aspects of the hiring process to assess candidate qualifications and suitability for open positions.
4. **Interview Coordination:** Collaborates with hiring managers to schedule and facilitate interviews, ensuring a fair and efficient process. Provides guidance on interview best practices and training to hiring managers and committees on how to use applicant tracking system appropriately.
5. **Candidate Experience:** Manages the candidate experience by providing timely communication, feedback, and assistance throughout the recruitment process, contributing to a positive and professional image of the college.
6. **Selection Process:** Assists in the evaluation of candidates, and coordinate reference checks. Works closely with hiring managers to ensure a timely hiring process.
7. **Compliance and Documentation:** Ensures compliance with applicable employment laws and college policies. Maintains accurate and organized recruitment records, including documentation of interviews and selection decisions.
8. **Onboarding Support:** Collaborates with the HR team to ensure a smooth onboarding process for new hires, including orientation sessions and necessary paperwork.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use common office technology, (Computer, scanner, etc.) Proficiency in the following software: Adobe Products, Google Applications, Zoom, and Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with internal and external constituents. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of the needs of the department.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly.	Basic
Policies and Procedures	Knowledge of personnel policies and procedures. Knowledge of Federal and State Labor Laws.	Intermediate

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree
2. Three years of Human Resources or Human Resources related experience

PREFERRED QUALIFICATIONS:

1. Higher education Human Resources experience
2. Experience with Human Resources Information Systems
3. Experience with applicant tracking software