

RECRUITER AT COLD SPRING HARBOR LABORATORY

Cold Spring Harbor Laboratory (CSHL) is a world-renowned research and educational institution with programs in cancer, neuroscience, plant biology, genomics and bioinformatics. The Laboratory is recognized internationally for its excellence in research and educational activities. We are currently seeking a recruiting professional for an immediate opening in our Human Resources department.

Position Responsibilities

- Screening, interviewing and referring candidates for active positions.
- Reviewing requisitions for accuracy.
- Preparing job descriptions for posting.
- Developing and implementing sourcing strategies for scientific and well as non-scientific positions via the Internet, social networking, college recruiting, newspaper and periodical advertising, job fairs, employee referrals, professional organizations as well as community and non-profit groups.
- Tracking and updating candidates through the recruitment and selection process and ensuring data integrity.
- Extending offers, creating offer letters, scheduling start dates.
- Conducting reference and background checks.
- Conducting on-boarding orientation for all seasonal, temporary staff and volunteers.
- Developing and maintaining strong relationships with hiring managers and administrators.
- Keeping abreast of recruitment trends and techniques.
- Create informational training videos about recruitment related topics for administrative staff.
- Assist with managing the job board platforms

Position Requirements

Education:

The ideal candidate will have a BS degree in communications, life sciences, human resources or a related area.

Skills & Experience:

- Experience with the full recruitment life cycle is preferred.
- Extensive oral/written communications, organizational, interpersonal, decision-making, and problem-solving skills.
- Strong analytical ability.
- Intermediate knowledge of MS office Suite.
- Experience with an applicant tracking system is preferred.
- A high degree of discretion and independent judgment.
- Ability to multi-task and prioritize workflow in a fast paced, high volume environment.

For immediate consideration please apply to Position 308 found

here: <https://www.schooljobs.com/careers/cshl/jobs/3983421/recruiter?keywords=recruiter&pagetype=jobOpportunitiesJobs>

Compensation and Benefits

Our employees are compensated from a total rewards perspective in many ways for their contributions to our mission, including competitive pay, exceptional health benefits, retirement plans, time off, and a range of recognition and wellness programs. Visit our CSHL [Benefits](#) site to learn more.

You are required to be fully vaccinated for COVID-19 as a condition to your employment at the Laboratory, except in instances where you have a qualifying medical condition or sincerely held religious belief, practice, or observance that is contrary to receiving the vaccine. You will be required to provide proof of your vaccination on your first day of employment. For those individuals, who are unable to receive a vaccine due to access issues, they will be expected to receive the vaccine upon arrival in New York.

CSHL is an EO/AA Employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status.