

# Recruiter



## **Required Qualifications (as evidenced by an attached resume):**

Bachelor's Degree (foreign equivalent or higher). Two (2) years of full time experience working in a high volume recruitment area conducting all facets of recruitment. Experience recruiting for a variety of positions. Proficiency in all Microsoft Applications (i.e. Microsoft Word, Excel, PowerPoint, Visio, etc.). Experience using an Applicant Tracking System.

## **Preferred Qualifications:**

Master's Degree (foreign equivalent or higher) in Human Resource Management, Organizational Development, or Business Management/Administration, or related field. Experience utilizing Taleo. Experience using social media for recruitment purposes. Experience working in an Academic or University setting. Experience conducting presentations, workshops, and/or training. Experience in a healthcare setting. PHR, SPHR, SHRM-CP or SHRM-SCP certification.

## **Brief Description of Duties:**

The Recruiter will be a team oriented individual with excellent organizational skills. Incumbent will be responsible for consulting with hiring managers/area to understand their recruitment needs, develop sourcing strategies to leverage diverse high caliber candidates, pre-screen candidates to assess their qualifications and monitor requisition status to ensure an efficient recruitment process.

- Work creatively with departments to help create recruitment plans, identify resources for outreach and staffing needs. Provide consultation and training to departments in regards to the Search and Selection process. Work with department administrators to discuss changing needs and recommend action plans. Work with departments/VP coordinators to help ensure compliance with associated employment laws, and University, SUNY and Research Foundation policies and procedures.
- Provide initial screening of applicant pools, as well as phone screens or interviews where applicable. Work with search committees/chairs to guide them on proper search and selection process. Review applicant pools at mid-point for compliance with associated employment laws and adherence to University, SUNY and Research Foundation policies and procedures.
- Review and approve internal transactions occurring for designated area.
- Process/review and follow up appropriately with all pre-employment background checks.
- Assist in the training of users (i.e. departments, job seekers, etc.). Create and maintain TMS training materials, updating as appropriate.
- Be a brand ambassador and represent Stony Brook University at job fairs in the community speaking with potential job applicants.
- Other duties or projects as assigned as appropriate to rank and departmental mission.