



ASSOCIATE TALENT RECRUITER - GENERAL

DEPARTMENT: Human Resources

UNIT: Professional and Administrative Exempt

WAGE: Grade 100 - Compensation is based on the candidate's years of verified and relevant experience, as determined by Human Resources.

DIRECT SUPERVISOR: Talent Recruitment, Development, and Retention Manager

GRPS MISSION

Our mission is to ensure that all scholars are educated, self-directed and productive members of society.

HUMAN RESOURCES DEPARTMENT MISSION

Human Resources, in support of the district's mission, will strive to be a model of efficiency, innovation, exceptional customer service, leadership, and best practices.

JOB SUMMARY

The Associate Recruiter is responsible for assisting with human resources functions for the school district. This position will be part of a team responsible for screening, hiring, onboarding, data collection, record keeping, and other administrative tasks. This will be achieved by partnering with human resources personnel, principals, and other District administrators and supervisors to ensure the completion of assignments in a timely and accurate manner.

QUALIFICATIONS

Required Education and Experience:

- Some college coursework and 2 years of relevant working experience or an associate degree.
- 1 year of Recruitment experience OR 1 year of transferable experience.
- Tech savviness and advanced Excel skills for data tracking/reporting, and ability to use technology to keep organized, including OneNote, Microsoft TEAMS, Outlook, and other key Microsoft Office applications.
- Experience in recruiting at all levels of the organization, from entry-level to administrative.

Knowledge, Skills, and Abilities:

- Knowledge of social media platforms, including Handshake, LinkedIn, and other online tools for recruitment purposes.
- Demonstrated ability to deal with staff and community in a tactful and courteous manner.
- Demonstrated ability to participate as a member of the team.
- Excellent interpersonal, as well as oral and written communication skills and ability to provide top customer service to internal and external customers and district partners.
- Demonstrated ability to work in a diverse environment.
- Ability to work collaboratively and be a team player.
- Ability to organize and compile data.

- Ability to work in a fast-paced environment, handle multiple tasks simultaneously, and meet deadlines in a timely manner.
- Skills in leading employment-related projects and project management.
- Skills in the use of social media.
- Ability to effectively communicate both orally and in writing with diverse populations.
- Ability to maintain the highest levels of confidentiality.
- Ability to work in a diverse environment and understand cultural competence.
- Knowledge of the end-to-end recruitment lifecycle process.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Supports result-oriented initiatives and long-term strategies for talent recruitment of certified and non-certified positions.
- Partners with managers and district leaders to ensure job requirements and expectations are clearly understood.
- Provide customer service to applicants, school staff, and administrators throughout the hiring process
- Networks through industry contacts, community partners, association memberships, trade groups, and employees to find and develop qualified active and passive candidates.
- Tracks and reports key metrics designed to measure and predict staffing activity and the success of recruitment efforts in the roles assigned.
- Excellent time management, ability to manage multiple assignments at once, and work well under pressure in a fast-paced environment.
- Initiative and ability to problem solve (listen, identify problems and solutions), and work independently.
- Engages in the full lifecycle recruiting process, including but not limited to posting jobs, sourcing, prescreening, and qualifying top candidates, scheduling interviews, reference checks, and supporting hiring managers in attracting/hiring the right candidate for the job.
- Conduct onboarding for new hires, including pre-employment requirements and orientation coordination.
- Preparing and sending offer letters and onboarding documentation.
- Monitors the HR Careers' email address and phone communications.
- Effectively communicates with candidates about job requirements, collecting required documents for recruitment and compliance purposes.
- Ensures compliance by verifying candidates' certification, licensure, permits, approvals, and qualifications.
- Collaborate with the HR Staffing Team to ensure compliance with district policies, state regulations, and employment laws.
- Maintain confidential employee records and ensure all required hiring documents are accurately and properly filed in employee records.
- Compiles, tracks, and reports data as requested.
- Assists with auditing candidates' personnel files.
- Assists with employment fairs, educator expos and community hiring events as needed.
- Ensure that the recruiting process complies with employment laws and regulations.

- Available to work nights and weekends as needed and travel in-state to fairs during the high recruitment season.
- Consistently demonstrate dependable attendance and punctuality.
- Perform other duties as assigned.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, bend, kneel, crouch, or crawl, talk, and hear (in a quiet or noisy environment). The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Work is performed indoors in an office environment.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

NON-DISCRIMINATION/ACCOMMODATION ASSISTANCE

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Assistance with the application process may be requested through the Human Resources Department at (616) 819-2022 or humanresources@grps.org.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.