

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Recruiting**

Job Code: **3540**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree or 60 hours of college credit.	
Experience	Demonstrated experience using complex databases. Customer service and marketing experience.	Work experience in a career services, outplacement, human resources setting or college/university preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Develops and maintains relationships with potential employers of UHCL students and alumni. Manages on-campus recruiting. Supports students in their job search efforts. Manages the CareerLink database. Participates in Career Services programs and events.

Duties and responsibilities	% Time
Employer Relations: Participate in in strategic planning for employer outreach in collaboration with the Associate Director for Career Services. Develop relationships with employers to increase employment opportunities for UHCL students and alumni. Inform prospective recruiters of the academic programs offered at UHCL and the unique strengths of UHCL students. Maintain relationships with existing corporate recruiters through employer visits, telephone calls, e-mail, and face-to-face contact. Support employer recruiting efforts utilizing all on-campus and off-campus channels. Work directly with hiring managers to help identify and pre-screen candidates and facilitate interviews. Monitor employer recruiting behavior for compliance with legal and ethical standards.	40
Student Job Search Support: Conduct outreach activities to educate students about Career Services and the job search process. Advise students on career development and job search competencies. Conduct workshops on job search topics. Maintain information resources regarding job market trends and salary information.	25
On-campus Recruiting: Coordinate recruitment calendar for on-campus recruiting, establish recruitment dates and set interview schedules. Enter employer recruiting criteria and create interview schedules using CareerLink database. Manage student sign up and selection for on-campus recruiting according to policy, procedure, and employer criteria. Meet with students to ensure student compliance and to resolve recruiting scheduling problems. Assist Associate Director for Career Services with development of policies and procedures for recruiting and student registration.	15
CareerLink Database Management: Oversee resume desk and resume referral process. Oversee student registration in career services. Advise and monitor student ethical behavior and accuracy of factual information entered in the database. Manage the job posting service, including maintaining	15

procedures to provide employers with appropriate forms, organizing the job listings, and overseeing data entry by student workers. Annually update the information in the database. Prepare annual usage reports.	
Contribute to career services activities such as special events and marketing to students. Attend staff and University meetings, and professional conferences/meetings as assigned. Assist with training and supervision of student workers, as needed. Cover required evening and weekend hours.	5

This position description describes the general qualifications, duties and responsibilities of work being performed.