POSITION DESCRIPTION
CFO, Human Resources

To apply, submit an employment application resume, and letter of interest to: Human Resources Department
(click here to apply)

I. POSITION TITLE: Regional Employment Recruiter

II. IPEDS CLASSIFICATION: Business and Financial Operations

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: System Director of Human Resources; dotted line authority to Regional Vice President of Campus Operations

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Full-time; minimum of 40 hours per week. Some evening and/or weekend hours may apply.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Bachelor’s degree in business, human resources, administration or related field. PHR or SPHR certification preferred.

EXPERIENCE: Requires two (2) years’ experience in human resources field to include sourcing applicants, selection and on-boarding new employees

PHYSICAL: Day and overnight travel within a multi-state region required; good seeing/hearing; good manual and finger dexterity; able to sit, stand or bend for long periods of time; occasionally exert force to lift and/or move objects up to 10 lbs.

SKILLS EXPECTATIONS: Excellent listening and assessment skills, strong interpersonal skills with ability to work effectively with people in all positions of an organization; effective oral and written communication skills; demonstrated ability to work independently and perform effectively in fast-paced and constantly changing environment; effective and efficient planning and organization skills; strong customer service focus and great team player; ability to multi-task; detail-oriented and highly organized; high level of skills in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality; working knowledge and experience with MS Office, Excel, HRIS database and Internet sourcing.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To work with hiring managers in the region to successfully source, screen and select needed talent, and on-board new employees in
support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

A. Coordinate the job order process for all positions within the region. Recruit, screen, interview, evaluate, communicate/negotiate employment offers as discussed with the hiring managers, and on-board new employees as directed by the System Director of Human Resources.

B. Develop and maintain effective qualified applicant sourcing venues to include, but not limited to: developing professional relationships with college, university and community college placement offices; attend job/career fairs; and use traditional and non-traditional resources to identify and attract quality candidates such as on-line job boards, networking events, etc.; cultivate excellent relationships with internal and external resources for recruiting purposes; etc.

C. Work effectively with central administration human resources team members on advertising for open positions, as well as for other HR administrative needs as directed by the System Director of Human Resources.

D. Provide information to applicants regarding application process, employment policies, organizational information, and employment postings.

E. Screen resumes, interview candidates by phone and in person, and make recommendations for further interviewing. Follow-up with candidates and hiring managers to communicate updated status information on the interview process.

F. Work with hiring managers to ensure compliance with all federal/state laws and regulations. Manage application/resume file and retention according to university policy.

G. Participate in staff meetings and attend other meetings and seminars upon request.

H. Assist hiring managers in the region regarding university’s hiring process, employment policies, background check process, and any other recruitment and hiring questions.

I. Perform other related duties as required and assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: Staff, students, faculty, and business partners of the department, region, and university; and applicants for employment with NAU.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.