HR STAFFING COORDINATOR
TEMPORARY POSITION

Human Resources

POSITION SUMMARY

Reporting to the Employment Manager, the Staffing Coordinator will be responsible for the recruitment of non-exempt temporary staff personnel and student workers at Occidental College. The Staffing Coordinator will be responsible for building solid relationships with hiring managers in developing effective recruiting strategies as well as creating effective job advertisements that will attract the best qualified candidates. In addition, the Staffing Coordinator will provide administrative support for efficient office operations and assist the Human Resource department as needed.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Recruitment of temporary staff (full cycle)

- As assigned, performs employment related activities for non-exempt temporary staff positions, student workers and some permanent positions as needed.
- Develop and manage one’s recruitment strategies to build an effective pipeline of candidates.
- Prospect and build relationships with candidates to deliver on our clients’ staffing needs.
- Assist in developing job descriptions detailing specific job responsibilities and qualifications.
- Maintain HRIS database in conjunction with other HR staff.
- Provide high level of customer service and consultation to managers on hiring and employment policies and procedures.
- Advise hiring managers in candidate selection techniques and recommend finalists.
- Serve as liaison between management and employees by handling questions, interpreting policies and helping resolve work-related problems.
- Review all resumes/applications and conducts applicant screening and interviews in accordance with College policies and state and federal regulations.
- Assist hiring managers in effective recruitment, assessment and placement of applicants in temporary assignments.
- Respond to new unemployment claims.

Student Employment

- Administer on-campus student employment program, including monitoring position requests.
- Provide assistance and troubleshoot requests from supervisors during the student hiring process.
• Oversee internal work study temporary pool.
• Provide ongoing assistance to students experiencing difficulty in securing on-campus employment.
• Assist with providing information to students regarding the on-campus student employment process.
• Maintain job posting sites for on-campus student positions.

**Onboarding**
• Engage with prospective new hires, through assisting with the onboarding process.
• Coordinates the distribution and completion of new hire paperwork and follows up on incomplete paperwork if necessary.
• Conduct background checks on all new employees.

**Report Generation for Distribution**
• Generate bi-weekly New Hire report for California EDD submission.
• Track and report staffing and recruiting data/metrics.
• Generate additional reports of personnel actions as needed.

**Miscellaneous Duties**
• Back up Receptionist for front desk.
• Distributes Employee Changes List
• Updates Banner.
• Assists in creating and updating organizational charts.
• Oversee student workers.
• Assist in Employee Relation issues as needed.

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**QUALIFICATIONS**

**Minimum Qualifications:**
• Prior experience working in a Staffing Agency is highly desirable.
• Requires a minimum of 3-4 years of Human Resources, Recruiting and general office/administrative support experience.
• General knowledge of Human Resources procedures.
• Exceptional customer service demeanor as well as the ability to work in a fast paced, deadline driven environment is crucial for success in this position.
• Knowledge of state and federal regulations in assigned area.
• Work well under pressure and be adaptable in our fast-paced work environment
• Ability to handle multiple daily job responsibilities simultaneously in an environment with frequent interruptions
• Must possess excellent written and oral communication skills and the ability to handle multiple tasks effectively and efficiently.
• Ability to work with and maintain highly confidential information with the utmost discretion is essential.
• Must have excellent organizational skills and attention to detail.
• Ability to work well in team environment, accept direction, and contribute to overall success of department and organization.
• Proficient in MS Office.
• Must have solid experience working with applicant tracking systems including a thorough understanding of recruitment process workflows within HR related systems.
Preferred Qualifications:
- Prior experience working in a Staffing Agency is highly desirable.
- Bachelor’s degree preferred.
- Ellucian / Banner experience is highly preferred
- Bilingual in Spanish preferred.
- Prior experience working in a Staffing Agency is highly desirable.
- Ability to manage workflow with minimal oversight in a fast-paced environment with multiple and sometimes changing priorities.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.