Employment Manager
Human Resources Department

Summary of Duties, Responsibilities and Goals

Primarily responsible for management and execution of the staffing function, including advertising/attracting candidates, sourcing, screening, recruiting, interviewing and selection of quality employees within agreed upon timeframes. Maintains and makes improvements to the hiring process, systems and tools to maximize efficiency and effectiveness for the department and HR customers. Models company values and professionalism and handles sensitive documents and confidential information with discretion.

Administers on-campus student employment program, including monitoring position requests, work award balances, overtime, and compensation. Oversee allocation process for funds designated for summer housing and meals. Provide ongoing assistance to students experiencing difficulty securing on-campus employment.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. RECRUITING AND OVERSIGHT

- Implement and oversee all job postings and the update and maintenance of employment information on website to ensure quality, effectiveness and meet EEO standards.
- Develop strategy and processes for promptly filling positions with quality new hires.
- Source, screen, interview, refer applicants to hiring managers and partner with hiring manager to ensure all steps of selection process are completed through orientation.
- Manage and utilize different recruitment and advertising sources and methods.
- Partner with and manage advertising agencies, employment agencies, etc.
- Develop strategy and processes for promptly filling positions with quality new hires.
- Build on employment brand through the effective development of recruiting marketing and materials.
- Manage and oversee effectiveness and legal compliance of all selection practices and procedures.
II. BUSINESS PARTNER

- Meet with hiring manager to discuss hiring needs, selection criteria, job description, recruitment sources and methods, date to fill, interview and selection process, how the manager would like feedback and updates.
- Collaborate on determining the best ways to attract quality candidates.
- Provide interview resource materials for supervisors (i.e.: sample interview questions, applicant assessment sheet, etc.)

III. RECRUITMENT STRATEGY, ANALYSIS AND ENHANCEMENT

- Set, implement, and achieve strategic recruitment goals
- Aware of OXY’s diverse workforce composition and trends and implement pro-active recruitment strategies to maintain a diverse workforce.
- Track and measure effectiveness of recruitment sources.
- Track open and closed requisitions, benchmark “time to fill” date, and make strategic changes as necessary to meet time to fill goal.
- Provide regular updates on recruitment activities and measurements, drawing conclusions and making recommendations to HR Director.
- Maintain, update, and make recommendations for improvement to Selection Process Systems.

IV. LEGAL COMPLIANCE

- Maintain accurate recruitment files and applicant logs to be in compliance with EEO.
- Follow the recruitment process in a consistent manner, including screening resumes, phone screening, utilizing the selection guide, and completing all other related pre-employment requirements.
- Perform duties in compliance with all legal and regulatory mandates.
- Ensure legal compliance of selection process: testing, selection systems, background checks, etc. is current on all laws and legal issues related to recruitment and selection.

V. LEAD AND MANAGE RECRUITMENT COORDINATOR

- Establish and communicate recruitment goals and objectives, facilitate development of individual goals, and monitor results.
- Manage performance; motivate and develop; monitor morale.
- Set functional area and individual goals; evaluate performance.
- Review and approve all vendor contracts.

VI. STUDENT EMPLOYMENT

- Administer on-campus student employment program, including monitoring position requests, work award balances, overtime, and compensation.
- Manage internal work study temporary pool.
- Provide ongoing assistance to students experiencing difficulty securing on-campus employment.
• Provide information training to students regarding the on-campus student employment process. This includes providing in-person training sessions, preparing and disseminating the student employment handbook, and participation in the freshman orientation.
• Provides informational training to supervisors regarding the on-campus student employment process and the Electronic Personnel Action Form. Provide departmental and/or on-on-one training on the student hiring process and the use of the Electronic Personnel Action Form.
• Maintain job posting sites for on-campus student positions.
• Oversee allocation process for funds designated for summer housing and meals.

VII. SPECIAL ASSIGNMENTS

• Plans and serves as member of the Space Planning Committee.
• Serve as back-up in completion of data input into the Banner-HR system for all employees.
• Assists with troubleshooting issues related to online timesheets and Electronic Personnel Action Form.

Qualifications

• Must have minimum five years’ experience as a Recruiter with specialized experience in recruitment, interviewing and selection.
• Bachelor’s degree preferred; a degree or certification in Human Resources preferred.
• Must have computer skills; prefer HRIS (Banner) experience.
• Technical knowledge of employment laws related to interviewing, recruitment, pre-employment and EEO.
• Must have excellent organizational, interpersonal, and communications skills.
• Customer service orientation, the ability to work effectively as a member of a team, and to maintain confidential information in a highly effective manner is critical.

Application Instructions

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

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.

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.