## Recruitment Job Family

<table>
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<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
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| 57    | Recruiter II    | Bachelor’s degree + 5+ years of progressive human resources experience | • Develops targeted recruiting strategies for the University  
• Assists in recruitment strategy with a focus in areas of high demand  
• Provides consultative services to local hiring units on specific recruitment needs  
• Collaborates with community outreach programs  
• Serves on University wide committees  
• Plans, organizes, and implements University-wide community outreach efforts, including Summer Youth Employment Program and diversity recruitment calendar  
• Provides customer service to internal and external  
• Hosts new hire orientation and develops and facilitates other training sessions  
• Conducts targeted recruitment for mid to senior-level searches across the University  
• Maintains FileMaker Pro database and other recruitment resources  
• Provides other employment related projects, as needed | IMPACT  Moderate impact on operations, resources, or University’s reputation  
SCOPE  Provides recruitment services to the University | RECEIVED:  Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within assigned duties. Complex assignments are usually reviewed upon completion.  
GIVEN:  Individual Contributor: Works independently or as part of a team to achieve results |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = \text{exempt}, N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$