



## ROCKY MOUNTAIN SER/JOBS FOR PROGRESS, INC. POSITION DESCRIPTION

<b><u>POSITION:</u></b>	<b>Recruitment and Development Professional</b>
<b><u>DEPT/DIVISION:</u></b>	<b>RMSER Corporate Services</b>
<b><u>LOCATION:</u></b>	<b>Pecos Administration</b>
<b><u>WORK SCHEDULE:</u></b>	<b>Monday – Friday 8:00 am to 5:00 pm (Up to 30 % of occasional overnight travel required)</b>
<b><u>CLASSIFICATION:</u></b>	
<b><u>SUPERVISOR:</u></b>	<b>Director of Human Resources</b>

### **POSITION SUMMARY**

The Recruiting and Professional Development Manager is responsible for the entire recruiting cycle for all positions and meeting the staffing needs of the organization. This includes the selection, testing, and hiring of staff within the organization.

In addition, this person is also responsible for the effective management, coordination of our Professional Development Institute (PDI) which houses all development and certification programs for staff. The PDI's purpose is to assess developmental needs, drive training initiatives and ensure staff certifications are maintained as per federal and/or state regulations.

### **DUTIES, RESPONSIBILITIES & ESSENTIAL JOB FUNCTIONS (Include but are not limited to the following)**

#### **Recruiting**

- Supports full cycle recruiting efforts, which include but are not limited to, initiation of requisitions, approvals, job postings, reviewing resumes, scheduling phone/onsite interviews with hiring managers, and next level management as required
- Works in conjunction with HR Generalist and ensures employees are properly onboarded
- Manages our applicant tracking system (ATS) and process/system to fill open positions in company designated time periods
- Identifies and recommends ways to streamline and maximize the effectiveness of the recruiting process
- Identifies outreach efforts for hard-to-fill positions

- Establishes and maintains partnerships with university, colleges and other community stakeholders in specific with organizations focused on the cultivation of teaching professionals which can generate potential leads
- Participates in job fairs and other event to promote organization's brand

### Professional Development

- Develops and improves the knowledge and skills of the organization to include analyzing training needs, determining how to deliver the solutions including the coaching, and mentoring of staff
- Plays a leading role to ensure staff's required certifications are up to date and when necessary, issues certification waivers and follows up periodically with staff and appropriate supervisor to ensure progress is being made
- Creates and maintains professional development plans and partners with staff and their supervisors to ensure plans are being followed
- Identifies and arranges suitable educational solutions for employees
- Actively searches creatively designs and implements effective methods to educate and enhance performance
- Coaches managers, supervisors and staff in training efforts providing effective growth and development opportunities
- Manages the activities related to various training and educational programs for the organization
- Recommends solutions and alternatives for performance issues and potential areas of training
- Keeps informed on legislation affecting the organization
- Establishes and maintains partnerships with university, colleges and other community stakeholders in specific with organizations focused on the cultivation of teaching professionals which can lead to the identification on continuing educational opportunities for staff

### HR Administration

- Participates in company-wide HR initiatives and long-term HR planning
- Establishes and maintains department records and reports
- Effectively and efficiently fulfills all applicable reporting and compliance requirements

### REQUIRED ABILITIES AND KNOWLEDGE

- Demonstrates high levels of resiliency, hardiness, self-awareness and emotional intelligence
- Has the desire and acts upon the aspiration to serve others
- Serves as a role model of RMSE's core values and supports staff via coaching and effective feedback in doing so as well

- Able and possesses the ‘know how’ of translating RMSEr’s values into HR processes and practices
- Driven to continue to improve and iterate systems and processes as opposed to settling for what is already established
- Flexibility and self-management in the face of change and business pressures with the ability to work in a high volume, fast paced environment with changing priorities
- Working knowledge and understanding of traditional recruiting tools as well as online resources and has the discretionary judgement to know when to use one as the most effective tool over the other
- Ability to influence staff with imagination and an entrepreneurial spirit
- Outstanding verbal, written, multi-tasking and presentation skills
- Maintain the highest degree of confidentiality
- Ability to drive programs independently from initiation to completion
- Skilled in areas of problem solving, coaching, and conflict resolution
- Accomplished in managing and improving relationships at all levels of the organization (management, staff, etc) and operating in a diverse organizational culture
- Positive and professional demeanor is required as well as the ability to work well with others
- Able to inspire confidence and trust amongst the staff through effective leadership and coaching
- Constantly share information in order to drive clarity of expectations
- Delivers customer service, promotes safety of the workforce, continued development in creating high achieving staff
- Strong leadership, relationship building, problem solving, and influence skills

### **REQUIRED TECHNICAL QUALIFICATIONS**

- High school education or GED equivalent
- 3-4 years of experience in recruiting, training and/or human resources
- Experience managing an applicant tracking system (ATS)
- Knowledge of Human Resources practices (i.e. benefits, HRIS, legal compliance)
- Understanding of federal, state and local employment law and legislation
- Proficiency in Microsoft Outlook, MS Excel, MS Word
- Experience with Google products (i.e. Chrome, Gmail)

### **PREFERRED QUALIFICATIONS and SKILLS**

- Bachelor’s degree in education, business administration, human resources, liberal arts or equivalent

## **REQUIRED LICENSES and CERTIFICATIONS**

- None

## **NON-TECHNICAL REQUIREMENTS and WORK ENVIRONMENT**

- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment
- Requires normal range of hearing and vision to record, prepare and communicate appropriate reports
- General office environment with ability to sit for long periods of time and ability to move about an office
- Must occasionally lift and/or move up to 25 pounds
- Ability to concentrate and focus on time sensitive and confidential projects while being able to shift focus to more pressing matters as need arise
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple and complex correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Ability to apply understanding to carry out detailed, but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- The noise level in the work environment is usually moderate
- Ability to travel up to 30% of time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**This job description is a general description of essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This description is not intended as an employment contract. It is not intended to describe all duties that someone in this position may perform. All employees of Rocky Mountain SER/Jobs for Progress, Inc. are expected to perform tasks as assigned by management regardless of job title or routine job duties.**