Position Opening

POSITION: Recruiting Coordinator
STATUS: Full-time / Benefitted / Hourly / Non-Exempt
COMPENSATION: $27.49 - $30.47 per hour
DEPARTMENT: Chico State Enterprises Human Resources
LOCATION: Chico State Enterprises, 25 Main Street, Chico, CA. This position will be eligible for hybrid telecommuting.

RECRUITMENT ID: 993
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

At our organization, we thrive on research, service, innovation, and partnerships to support the educational mission of CSU, Chico. If this excites you, consider joining our HR team. Reporting to the Director of Human Resources and Payroll, the Recruiting Coordinator works under limited supervision to coordinate the full lifecycle of the new hire process, from recruiting to onboarding. This position requires attention to detail, responsiveness, empathy, and truly best-in-class candidate experience in mind. As you collaborate with hiring managers, you define and advertise job openings, will source candidates, and redefine the candidate experience.

ESSENTIAL JOB FUNCTIONS:

- Manage recruitment processes for CSE vacancies, ensuring confidentiality is adhered to and appropriate application review and interview techniques are used.
- Develop and maintain strong rapport and partnership with key stakeholders and consult with hiring managers on the best way to proceed with open positions, providing creative solutions and setting a recruitment strategy.
- Attract candidates using various sources, such as social media networks, employee referrals, databases, etc.
- Ensure CSE attracts and hires a diverse pool of employees, while growing a strong talent pipeline.
- Create and post job announcements and advertisements based on the needs of the department and CSE’s Affirmative Action plan.
- Prepare conditional and final offer letters and partner with candidates to ensure all documentation is signed and returned in a timely manner.
- Lead applicant tracking system review, system testing, and implementation to streamline recruitment and onboarding activities.
- Develop position descriptions and job postings, obtain department agreement; facilitate consistency across departments and projects.
- Communicate Affirmative Action information to hiring managers, as needed, to ensure diverse candidate pools.
- Develop and improve our candidate experience initiatives to ensure candidates enjoy a unique and positive experience.
• Partner with our HR team and hiring managers to contribute to, project-manage, and document updates to the interview and hiring process, taking a thoughtful and data-driven approach.
• Build our recruitment brand, via recruitment marketing efforts across our company profiles and by contributing to inclusive, polished, and visible job descriptions and content.
• Post all open requisitions to external careers site and assist in sharing these openings with our Diversity, Equity & Inclusion partnerships.
• Suggest and facilitate implementation of process improvements that will improve candidate experience and assist hiring managers in filling their roles more quickly.
• Manages various recruiting and onboarding projects; and provides updates to the HR team, HR Director and CSE management team, as needed.

EMPLOYMENT STANDARDS:
• Bachelor’s degree, professional training program, or equivalent work experience specific to the position, or a combination of education and experience which demonstrates the ability to successfully perform the essential functions of the position.
• Two (2) years of relevant work experience.
• Thorough working knowledge of current best practices and trends within recruiting.
• Strong knowledge of Human Resources methods, procedures and practices; recruiting, sourcing, advertising and onboarding methods, procedures and practices; and software applications such as word processing, spreadsheets, databases.
• Ability to understand and adapt to rapidly changing priorities and environments.
• Ability to maintain focus and professionalism despite frequent interruptions and overlapping deadlines.
• Incredibly detail-oriented with effective time management, organizational and problem-solving skills.
• Excellent written and verbal communication skills with the ability to interact effectively with team members and candidates at all levels with professionalism, tact, and diplomacy.
• Ability to innovate new approaches and solutions to address complex problems and issues.
• Demonstrated proficiency in applicant tracking systems and Microsoft Outlook, Word and Excel.
• Ability to maintain strict confidentiality and accuracy.
• Ability to effectively present ideas and concepts in written or presentation format and use consultative facilitation skills to gain consensus.
• Ability to define problems, analyze data, draw conclusions and to effectively present information when responding to questions from internal and external customers.
• Ability to assess, formulate, and evaluate the impact of recommended or implemented policies from a strategic and operational perspective.
• Strong interpersonal and relationship-building skills.

PREFERRED QUALIFICATIONS
• Experience in higher education.
• Experience using multiple methods (social media, cold calls, LinkedIn, etc.) for sourcing a diverse applicant pool.
• Experience working with Affirmative Action reports and processes.
COMPLIANCE REQUIREMENTS:
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by July 10, 2023. Documents submitted after this date may not be considered.
• Resume

BY DROP BOX:
https://csuchico.app.box.com/f/52978c6a2d1c455aa0da5a157eaf00c4

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.