

## Recruiting Coordinator Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=247130>

Downloaded On: Jan. 15, 2025 3:28am

Posted Oct. 16, 2024, set to expire Mar. 27, 2025

<b>Job Title</b>	Recruiting Coordinator
<b>Department</b>	Office of Human Resources
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Recruiting-Coordinator--Office-of-Human-Resources_R3181">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Recruiting-Coordinator--Office-of-Human-Resources_R3181</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Office of Human Resources

#### Recruiting Coordinator

Under the supervision of the Managing Assistant Director of Part-time Recruiting in the Office of Human Resources, with work also assigned by the Director of Recruiting, the Recruiting Coordinator (Professional Services Specialist 4, Administrative Services *Confidential*) performs basic professional functions to support the hiring of part-time Student Assistants, Stipend Students, Graduate/Doctoral Assistants, Academic Specialists and Adjuncts and works with departments in support of their part-time recruitment efforts.

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The Recruiting Coordinator uses Workday, the HRIS system, to assist departments and hiring managers with hiring processes and posts advertisements, processes hiring requests, coordinates job offers and facilitates the onboarding of new hires. Additionally, this position coordinates other part-time employee personnel actions and assists with front desk responsibilities, including providing exemplary customer service. *This position may require some travel and additional work hours during peak recruitment pay periods.*

This is an entry-level position in the Office of Human Resources. It requires attention to detail and excellent organizational skills, as the employee coordinates a high volume of requests.

Qualifications: Graduation from an accredited college with a Bachelor's degree and one (1) year of professional experience working in human resources or a related field is required. Specialized experience in recruiting and onboarding practices is preferred. Human Resources experience in higher education is also preferred. Applicants who do not possess the required education may substitute experience on a year for year basis. Candidate must have advanced computer skills including knowledge of Microsoft Office Suite/365, Google Docs, Adobe, website content management systems, social media and video conferencing. Workday experience is a plus. Excellent oral and written communication skills are essential.

The selected candidate will be required to pass a four (4) month Working Test Period.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

**SAME Program Applicants:** If you are applying under the NJ State as a Model Employer "SAME" Program, your supporting documents (Schedule A or B letter), must be submitted along with your application materials by the closing date indicated above. For more information on the NJ SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call the Civil Service Commission at (609)-292-4144, option 3. You may also contact Kean's Recruiting Team at [SAME@kean.edu](mailto:SAME@kean.edu).

### Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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