

Job Description

Position Title: Analyst 1, Faculty Recruitment

Job Family: Faculty Affairs

Job Type: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Faculty Recruitment Analyst 1 conducts recruitment activities for faculty and adjunct faculty job openings. Performs job analyses and serves as technical advisor to screening committees. Works with Deans and Faculty to finalize job postings. Performs recruitment activities and verifies faculty certification.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Posts full-time and adjunct faculty positions on the college's job's page. Make recommendations throughout the recruitment process to make sure the process is fair and defensible.
2. Contacts the applicants for required documents in the teaching area. Researches, calculates, and evaluates applicant academic qualifications to determine eligibility to teach based on transcript evaluation, license, certification and experience review in accordance with College requirements.
3. Establishes screening criteria with hiring authorities, conducts job analysis, develops job announcements, and coordinates outreach efforts and advertising activities. Screens applicants, schedules testing and interviews, and communicates offers of employment to deans. Processes approved applicants for a variety of professional faculty and support staff positions.
4. Guides newly certified applicants through new employee process. Provides technical information and application of Human Resources policies and procedures, laws and regulations to applicants, deans and faculty.
5. Processes required documents for new hires including tax forms, direct deposit form, benefits and deductions, employee personnel information, I-9 Form, and job entry. Identifies and revises payroll records for teaching contracts.
6. Informs the hiring manager, the master schedule, and office support assistants when a newly hired applicant has been set up for staffing.
7. Provides training for current employees applying for faculty jobs and newly assigned team members.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of interviewing and investigative methods and procedures
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in organization, coordination and management
6. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a relevant field of study preferred.
- Up to One (1) year of related experience may be required.
Or An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

1. **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
3. **Vision:** Ability to see in the normal visual range with or without correction.
4. **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required