

# Associate Recruiter

## Position Details

Class Code: 4195

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

This position plays a key role in the operational, technical, and strategic functions that drive our support professional recruitment campaigns. In addition to using multiple technology platforms, they will travel to local college and career fairs to cultivate relationships with employment organizations, institutions of higher education, community centers and non-profit organizations for the purpose of networking, disseminating information, identifying potential support professional candidates, developing support professional placement partnerships, and events that successfully result in new support professional hires districtwide, attributed directly to the individual's recruitment efforts.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Builds applicant sources by contacting community services, higher education institutions, employment agencies, recruiters, media, internet sites, etc.
2. Travels locally to identified high schools, colleges, community centers, and employment fair venues to recruit support professionals; occasional out-of-state travel, as needed.
3. Supports Associate International Recruiter by focusing on identifying and recruiting non-traditional sources of talent to include international candidates, teacher pathway program candidates, and candidates from underserved populations.

4. Tracks position vacancies.
5. Determines applicant requirements by studying job descriptions and job qualifications.
6. Manages full lifecycle for recruitment with applicants from open requisition to recommended to hire, including, but not limited to, strategic guidance with regard to minimum qualification requirements for specific jobs, prescreening and re-aligning candidates to their qualifications, and recommending candidates to work locations for potential interviews.
7. Sources candidates via various methods such as, international higher education institutions, foreign government offices of employment, domestic higher education institutions, employment agencies, recruiters, social media, referrals, networking events, internet sites, etc.
8. Manage and distribute recruiting reports to HR Leadership (Key Performance Indicators from recruitment events, etc.).
9. Analyzes vacancy reports to prioritize CCSD's needs.
10. Plan and organize CCSD career fairs locally and nationally.
11. Collaborate with the marketing specialist to develop social media content in line with CCSD's marketing strategies.
12. Enact a systemic relationship with their candidates to ensure all candidates are recommended for hire.
13. Screens resumes to review and evaluate the initial criteria or requirements for a particular position. Including cover letters, and other application materials to identify potential candidates who are the best fit for further consideration.
14. Maintain accurate and up-to-date candidate pipeline on recruitment software.
15. Act as a primary point of contact for candidates throughout the application process, providing timely and professional communication.
16. Guide candidates through the application process, explaining requirements, and addressing any questions or concerns they may have.
17. Present shortlisted candidates to hiring managers, outlining their strengths, skills, and experience.
18. As the initial point of contact, must ensure collaboration with hiring managers and HR personnel to ensure a seamless hiring process for all candidates to be recommended for hire.
19. Be prepared to be approached by the media at any recruitment event and respond according to CCSD policies.
20. Collaborates and maintains partnerships with local institutions of higher education, trade schools to attract and place support professionals in CCSD.
21. Provides support for Alternative Routes to Licensure (ARL) inquiries.

22. Address candidate inquiries or concerns promptly and professionally, maintaining a positive candidate experience.
  23. Tracks and evaluates the effectiveness of individual strategies, the overall recruitment campaign, and makes adjustments, as needed.
  24. Communicates (verbally and in writing) with various audiences from diverse backgrounds in engaging and inspiring ways.
  25. Assists with the implementation of CCSD's Recruitment Plan.
  26. Conforms to safety standards, as prescribed.
  27. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves a significant amount of outreach, sourcing and recruiting qualified candidates for support professional positions, guiding them through the application process, following up on their progress, and presenting the most suitable candidates to hiring managers.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Proven experience in recruitment and talent acquisition, specifically in support professional roles.
2. Excellent communication and interpersonal skills, with the ability to establish rapport with candidates and hiring managers
3. Ability to work effectively both independently and as part of a team.
4. Familiarity with applicant tracking systems and other recruitment tools.
5. Knowledge of screening resume skills.
6. Knowledge of requirements to secure a substitute license in Nevada as defined by the Nevada Department of Education (NDE).
7. Ability to prioritize a variety of recruitment activities, projects, and events.
8. Knowledge of CCSD structures, schools, and communities.
9. Knowledge of opportunities available in CCSD and the Las Vegas community.
10. Ability to exert the leadership and initiative necessary to ensure hiring managers have a high-quality; diverse pool of support professional applicants.
11. Ability to collaborate and establish partnerships with the business community, institutions of higher education, and community organizations
12. Ability to travel locally to frequent career fair events.

13. Ability to exercise a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
  14. Ability to contribute ideas to recruitment marketing.
  15. Ability to multitask and maintain focus and discipline.
  16. Ability to problem solve and facilitate groups.
  17. Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines
  18. Ability to keep and maintain accurate records.
  19. Ability to work flexible work hours including weekends or evenings.
  20. Occasionally assists Recruiters.
  21. Outgoing and self-motivated with a strong desire to excel.
  22. Proficient computer literacy and skills along with in depth knowledge of data mining and internet research.
  23. Knowledge of applicant tracking systems and/or HR information systems.
  24. Possess excellent interpersonal, negotiation, and communication skills
  25. Knowledge of local, state, and federal employment laws
  26. Knowledge of HR practices and labor legislation
  27. Knowledge of full-cycle recruitment processes
  28. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.), and two (2) years of work experience; or, Associate's degree (or 60 college credits) from an accredited college or university, and any combination of training or experience relevant to the position.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of the application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Bachelor's degree in Human Resources, Business, Communications, or related fields.
  2. Fluency in other languages.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities, schools, and department offices; travel to various communities and institutions of higher education.

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## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Occasional travel with district materials. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office setting and various national geographic regions, with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, typewriters, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 06/13/23