

Sul Ross State University
Position Description

Official Title: Employment Specialist

Salary Group: 12

Job Code: 4053

Summary

Function: Manages employment function for all University positions including staff and faculty.

Scope: Exercising sound independent judgment handles the entire employment process communicating with University department heads and applicants seeking employment.

Duties

Essential: Assists with employment function; maintains job descriptions; creates job announcements; creates and places job advertisements in local newspapers and national publications; manages advertising expenditures; maintains job announcements and updates SR website; posts job announcements to national websites; receives and screens applications for employment for appropriate qualifications; communicates with applicants in person, by phone and in writing; assists hiring supervisors with advertising and hiring process; establishes applicant and new employee records in Banner and ImageNow; scans applications and forwards credentials to search committees; maintains records for each job search and cumulative records for fiscal year; maintains records of all new hires and terminations; maintains report of vacancies for management; creates and processes personnel action forms for all changes in employment status; processes and verifies accuracy of all temporary employment actions; communicates University policy and procedures campus wide; high degree of contact with public; verifies employment; processes employment eligibility through E-Verify system; manages worker's compensation claims, maintains purchasing card records, prepares purchase requisitions, serves as receptionist for HR office; maintains confidential records; prepares forms; letters; memos; and complex reports; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the Human Resources Director.

Given: May supervise student employees.

Education

Required: High school graduate with some HR training.

Preferred: Bachelor's degree.

Experience

Required: Three to five years related experience.

Preferred: Experience in employment services in higher education and Banner System.

Equipment/Skills

Required: Strong computer skills including Excel and Word; use of payroll or accounting systems; and use of calculator by touch; strong oral and written communication skills..

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2010