



**Job Description**  
**Job Title: Recruiter**

**Reports to:** Director, Human Resources  
**Department:** Human Resources  
**Number of Days:** 190 days  
**Compensation:** EL 4  
**Overtime Status:** Exempt  
**Date Job Revised:** January 31, 2008

**Position Summary:** Performs teacher recruitment activities.

**Qualifications/Job Requirements:**

**Education:**

- BS, BA, Master level preferred

**Experience:**

- 3 years recruitment experience in business, social service or education.

**Specific Training/Skills:**

- Communication skills
- Results oriented
- Ability to travel
- Intuitive managerial skills

**Scope of Authority (If Applicable):**

- Execute/implement pre-set plan.
- Limited authority

**Customer Contacts (Internal and External):**

- Internal:
  - Principals, administrators
- External
  - College administrators, students

**Duties and Responsibilities:**

- Persuade college administrators to endorse recruitment plan (20%)
- Schedule and execute plan activities. (40%)
- Select high quality employees from plan activities. (20%)
- Complete follow up administrative activities. (10%)
- Accurately document results measurements. (10%)