Personnel Specialist, Diversity Recruitment

Administrative Position, Level 1
Salary Range: Refer to Administrator Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION

The Personnel Specialist, Diversity Recruitment is responsible for sourcing candidates and building upon LCPS’s recruitment initiatives. This position will be responsible for a variety of recruitment-related duties to include creating recruiting strategies and materials which are inviting to diverse candidates.

PRIMARY RESPONSIBILITIES

- Research and build a network of recruiting resources to include colleges/universities, local organizations, and national nonprofits to connect LCPS with diverse candidates
- Meet regularly with a diverse group of LCPS employees to develop referral systems and implement sourcing plans for diverse talent
- Design recruiting materials that are inviting to diverse candidates
- Utilize social media and web resources to attract more diverse candidates
- Work with other recruiting staff to develop and implement a candidate care program which attracts and retains diverse talent
- Work with other recruiting staff, program sponsors, and school administrators to make recommendations for diversifying participation in Educators Rising and Teacher Cadet programs
- Train staff members who attend job fairs on high yield recruitment strategies and equal opportunity practices
- Work with other Department of Personnel staff and hiring managers to increase diversity on interview committees
- Work with mentoring and coaching staff to consider how onboarding programs support diverse talent
- Complete other duties and related tasks as assigned

QUALIFICATIONS

- Holds a minimum of Bachelor’s Degree from an accredited college or university. Human resources certifications and/or Master’s Degree is preferred.
- Has demonstrated experience in recruitment strategies and techniques.
- Has the ability to build and grow applicant sources by researching and contacting colleges and universities, internal referrals, community resources, media, and internet sites.
- Has knowledge of and experience with the principles and practices of equal employment.
- Has experience working collaboratively with school personnel, applicants, vendors, and community members.
- Has the demonstrated ability to work on tasks with competing priorities in a fast paced environment.
- Has a strong working knowledge of Microsoft Office applications and applicant tracking systems.