

Office of Shared Administration

Office of Human Resources Management – Recruitment & Retention

Salary: from \$18/hr

Full-time, temporary

The Office of Human Resources Management is seeking applicants for a long-term, temporary **Employee Recruitment Assistant** position. Responsibilities will include corresponding with potential employees, maintaining careers website, monitoring incoming email, responding to email as appropriate, posting jobs to various platforms, conducting reference checks, scheduling meetings, answering calls, preparing letters, and providing related administrative support to office staff as needed.

The ideal candidate must possess excellent communication and computer skills. Preference will be given to applicants with college education and/or experience in employee recruitment or human resources.

This position offers a flexible schedule. Possibility for remote work 2-3 days per week after training (must be in the office on Fridays).