

Recruitment Coordinator Job Description

Purpose of Position

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.

Why does the job exist?

The Recruitment Coordinator is responsible for

- Designing and implementing recruitment strategies for the department's vacant positions
- Building talent pipelines for current and future job openings
- Supporting hiring managers to effectively advertise their open positions through the department's website, the state's website, social media, hiring listservs of relevant organizations, and other appropriate channels
- Identifying and leading the implementation of effective HR recruitment and hiring software
- Developing effective onboarding systems across all bureaus, and training managers in effective hiring and onboarding procedures
- Working with managers to develop individual onboarding plans and supporting managers to effectively implement them
- Collaborate with the IT Department to develop, collect, track, and report data on key performance indicators related to recruitment at the agency level and at the bureau and individual hiring manager levels
- Attending job recruitment fairs
- Supporting the development and implementation of a statewide teacher recruitment campaign
- Supporting a select set of high needs districts to develop and implement effective teacher recruitment systems and processes, including the procurement and usage of HR recruitment and hiring software
- Collaborating with higher education institutions and alternative licensure organizations to increase the quantity and preparation of teacher candidates
- Collaborating with higher education institutions and other licensing agencies to increase the quantity and preparation of non-teaching educators, including social workers, counselors, school psychologists, speech language pathologists, bus drivers, and similar positions
- Working collaboratively with other governmental agencies to optimize hiring processes

How does it get done?

Reporting to the Director of Talent Development and Evaluation, the Recruitment Coordinator serves as a key member of the department's leadership group. Strong collaboration, communication, oral, writing, data analysis, and project management skills are required. An ability to complete projects with multiple moving parts while meeting deadlines is also required. The Recruitment Coordinator will be expected to work collaboratively with peers across bureaus, and also to work independently when necessary to achieve the best results for the PED and for the schools and districts we serve.

Excellent interpersonal skills and a positive teamwork-oriented and customer service attitude, as well as flexibility and adaptability, are necessary in this fast-paced environment.

Who are the customers?

The Recruitment Coordinator works in support of internal PED managers and the HR departments of high needs school districts to ensure that they have the direction, supports, tools, and processes needed to effectively source interview, hire, and onboard their direct reports.

Ideal Candidate

The ideal candidate will be flexible and adaptable and have excellent communication, oral, writing, data analysis, and project management skills with a customer service, teamwork-oriented attitude. The ideal candidate also will be comfortable and competent with multi-tasking and producing excellent work product in a fast-paced environment. The ideal candidate will have experience in recruitment and will be an effective project manager.

Minimum Qualification

Candidates should possess:

- Experience working in recruitment and/or HR-related fields
- Experience designing or implementing systems for employee hiring, development, and/or onboarding

Substitution Table

No substitutions. Must possess required licensure, certification or registration and required number of years of experience

Employment Requirements

Must possess/obtain and maintain a valid New Mexico Driver's License.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits: Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Please send a cover letter and resume to Allison Briceño, allison.briceno@state.nm.gov

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.