



Job Specification

Job Title: Employment Assistant
BCAT Code: 510X CC
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides clerical, administrative, and entry-level recruiting support to the recruitment department and hiring managers in the recruitment of qualified job candidates.

Examples of Duties

- Receives and reviews job applications and resumes.
- Assists in the verification of recruiting information submitted by managers and hiring departments.
- Contacts job applicants for more information.
- Screens job applications.
- Updates job postings and vacancies.
- Assists in preparing routine recruitment reports.
- Participates in recruitment seminars and meetings.
- Monitors and tracks performance of recruitment efforts.
- Performs other administrative and entry level recruiting duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of basic recruitment and human resource practices, policies, and procedures
- Knowledge of basic computer operation and software (spreadsheets, word processors, presentations, graphic design, databases).
- Ability to multi-task, pay attention to detail, travel, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers

Minimum GSU Hiring Standards

A bachelor's degree, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.