**HUMAN RESOURCES COORDINATOR / INSTRUCTIONAL**

**RECRUITMENT SPECIALIST FOR ACADEMIC AFFAIRS,**

**ADULT EDUCATION, AND ECONOMIC DEVELOPMENT**

**(FULL TIME)**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Associate degree in Human Resources, Education, Business or related field **\*and\*** three (3) years of work-related experience.

**PREFERRED QUALIFICATIONS:**

Bachelor’s degree **\*and\*** five (5) years of work-related experience.

**RESPONSIBILITIES**:

The Human Resources Coordinator/Instructional Recruitment Specialist at Southern Crescent Technical College (SCTC) plays a vital role in enhancing the college's academic landscape by identifying, attracting, and integrating exceptional instructional talent, under the Human Resources Director's supervision. This position focuses on sourcing and onboarding experts who align with SCTC's educational philosophy. Key to this role is a deep understanding of the educational sector, recognizing future instructional needs, and the ability to develop talent that upholds SCTC's excellence in technical education, economic development, and adult education. The Human Resources Coordinator/Instructional Recruitment Specialists’ strategic thinking, strong interpersonal skills, and commitment to SCTC's values are instrumental in shaping the college's educational quality and its impact in the realm of higher education. This position will also manage and oversee the organization and implementation of required annual training for faculty and staff through the Department of Human Resources Office

Recruitment and Sourcing of Faculty:

* 1. Collaborate with Academic Affairs, Economic Development, and Adult Education, recruit faculty for Southern Crescent Technical College, involving community engagement, job fairs, chamber meetings, churches, community events, and partnership with K-12 for recruiting teachers.
  2. Attract industry professionals to teach courses in SCTC’s service delivery area, Metro Atlanta, and regional, with a national online recruitment focus.
  3. Utilize various channels, including job boards, social media, professional networks, and educational institutions, to source potential candidates.
  4. Develop and implement comprehensive recruitment strategies to attract a diverse pool of qualified instructors.
  5. Maintain relationships with qualified individuals for potential future teaching opportunities at SCTC, including follow-ups with past applicants.

Screening and Onboarding:

* 1. Screen and monitor applicants in the Job Center, collaborating with Academic Affairs, Economic Development, and Adult Education to credential and onboard selected applicants in compliance with SACSCOC credentialing standards.
  2. Review resumes and portfolios to assess candidates' qualifications and instructional expertise.
  3. Conduct initial screenings to evaluate candidates' instructional methodologies, interpersonal communication competencies, and their compatibility with the organization's core values and SACSCOC credentialing criteria.
  4. Collaborate with Academic Affairs, Economic Development and Adult Education to ensure the initial management of instructional faculty credential files, including credential forms, licenses, certifications, and transcripts, in compliance with SACSCOC credentialing standards.
  5. Conducts background checks on newly hired instructors; prepares medical and physical forms when required.
  6. Act as a primary point of contact for potential instructors throughout the recruitment and onboarding process.

Collaboration and Coordination:

* 1. Collaborate with Vice Presidents of Academic Affairs, Economic Development, Adult Education, Deans for Academic Affairs, and program coordinators to determine the instructional needs for the college.
  2. Work with Academic Affairs to regularly assess both present and upcoming course offerings to determine necessary staffing levels and oversee the sufficiency of staffing in relation to course availability.
  3. Collaborate with Academic Affairs, Economic Development, and Adult Education to oversee and streamline the instructional faculty onboarding and orientation process, ensuring that both new and existing instructional faculty members are comprehensively prepared for their teaching responsibilities.
  4. Lead and coordinate annual professional development training for SCTC Faculty and Staff through the Human Resources Office.

Other Responsibilities:

* 1. Responsible for meeting and exceeding the recruitment goals set for instructional faculty members.
  2. Composes and maintains recruitment announcements for instructor vacancies.
  3. Provides information to employees regarding the employment application and interviewing process; posts job announcements.
  4. Other duties as assigned.

**COMPETENCIES**:

* Knowledge in Human Resources best practices
* Knowledge of Recruitment best practices
* Knowledge of state and local polices and processes
* Skill in interpersonal relations and dealing with the public
* Skill in the operation of computers and job-related software programs
* Decision making and problem-solving skills
* Knowledge of personnel management practices, accreditation principles and issues, and trends in higher education
* Exceptional communication and interpersonal skills.
* Proven track record in recruitment, preferably in an educational setting.
* Ability to develop and implement effective recruitment strategies.
* Strong organizational and planning skills.
* Willingness to work flexible hours, including evenings and weekends, as required.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Position contingent upon receiving sufficient funding.

Applicants scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.