# Manager, Employment & Outreach Services

**FLSA Status:** Exempt
**Pay Grade:** 26
**Job Title ID:** 130502
**Job Series/Job Family:** Human Resources Series / HR Family

## Reports To

Vice President, Human Resources

## Job Purpose

To manage and implement College-wide employment processes; ensuring compliance with College guidelines and federal, state, and EEO regulations.

## Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

***Required***

1. Ensures proper posting of weekly open positions, identifying effective advertising sources that meet the needs of the department; upon request of Faculty and Staff, may create "Specialty Advertising".
2. Responds to internal/external applicant inquiries regarding employment opportunities, which may include job specifics, application process, and status of positions.
3. Develops, streamlines and distributes hiring guidelines for Faculty and Staff and provides "Hiring Committee Membership Training" for employees participating on hiring committees.
4. Hires, supervises, trains, and evaluates employment office staff. Informs and provides necessary information to deliver quality service, providing appropriate constructive feedback.
5. Coordinates new employee orientation activities for Faculty and Staff.

## Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Federal and state EEO laws and guidelines.
- Principles, best practices, and trends in HR and Employment management.
- Supervisory principles, practices, and methods.

## Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## Computer Skills

***Required***

- Demonstrated proficiency using standard office software applications.

## Physical Requirements

***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

## Work Experience

***Required***

- Two years related work experience, including one year supervisory work experience.

***Preferred***

- Four years work experience in human resources to include staffing, recruiting, and supervising employees.

## Education

***Required***

- Bachelor's degree in related field.

## Other

***Preferred***

- Knowledge of ACC Administrative rules, policies and procedures, Human Resources Employee Handbook, Human Resources Reference Guide, Employment and Compensation Information Guide, ACC's Faculty Qualification table, and Federal and State regulations for employment and related websites. Certified as HR Professional (PHR).

## Safety

***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.