

Recruitment Assistant

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS or apply now, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator, Recruitment and Hiring, the Recruitment Assistant will support all aspects of hiring temporary and permanent staff. This support includes but is not limited to conducting background screenings, administering the Maryland Employment History Review process, and processing required documentation for new employees and providing services to existing employees.

ESSENTIAL POSITION RESPONSIBILITIES

- Administers the Maryland Employment History Review, Child Sexual Abuse and Sexual Misconduct background check process. Maintains an electronic database of applicants in process for hire, updates status as screening forms are received, and communicates escalated situations to the Recruitment Team.
- Delivers excellent levels of customer service to applicants and employees with inquiries related to recruitment and new hire processing. Corresponds with and communicates status updates to applicants within assigned scope and responsibility.
- Assists the Recruitment Team with interview coordination, creating candidate offer letter packets, onboarding, and I-9 administration.
- Communicates with applicants, employees, hiring managers, and other stakeholders regarding application materials, reference surveys, and application troubleshooting.
- Audits and monitors the onboarding completion status of new employees in the Workday Human Capital Management system.
- Partners and collaborates with all teams within the Office of Human Resources to assist with special projects, initiatives, and events within assigned scope of work.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Education:

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent.	Five (5) years of experience in Human Resources, Business, Accounting, Finance, Education, or a related field.
Associate degree or higher from an accredited college or university.	Three (3) years of experience in Human Resources, Business, Accounting, Finance, Education, or a related field.

Experience:

- Experience utilizing spreadsheets to organize, manipulate, and analyze data.
- Experience utilizing technology to include web-based productivity and collaboration tools within Microsoft Office Suite and/or Google Suite.

PREFERRED QUALIFICATIONS

- Bachelor’s degree in business administration, human resources, or a related area.
- Professional in Human Resources (PHR) certification.
- Experience utilizing Workday or a similar Human Capital Management System.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association’s Educational Support Professionals (HCEA-ESP) employee unit on the Technical Central Office and School Based salary scale, Grade 21. The current salary range for this position is \$47,578 - \$94,540. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.