

## **Recruitment Technical Assistant (Loan Assistance)**

**10-month position (May through February)**  
**(5) year - Grant Funded Position**

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, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Executive Director Human Resources, the Recruitment Technical Assistant performs professional work in administering and servicing the loan assistance program established by Howard County Government. The five-year grant funded position will assist with the development of the application process and eligibility requirements for educators; and be responsible for interpreting and implementing policies and procedures in support established guidelines and procedures, evaluating, and determining eligibility for approval, as well as ensuring appropriate required and supporting documents are complete.

### **ESSENTIAL POSITION RESPONSIBILITIES**

#### **Loan Assistance**

- Reviews applications to ensure all required documentation is submitted and the application is complete and communicates with applicants to discuss any missing information.
- Transmits approved applications and award amounts to Howard County Department of Finance.
- Maintains database of information for submitted applications and documents.
- Maintains a database of approved applications, amount awarded to employee, date of award and date the information was sent to Howard County Department of Finance.
- Drafts written correspondences and award notifications.
- Tracks expenditures to include administrative costs for the program.
- Gathers and analyzes all related data for Annual Reporting.

#### **Recruitment Assistance**

- Assists the HRBPs for Recruitment and Classification and Compensation with processing and completing employment action forms and reclassification submissions.
- Creates and maintains matrices for interview and supplemental question banks.
- Communicates with applicants via Frontline on the status of their application and/or candidacy.
- Engages with employees and hiring managers on the status of their recruitments and/or reclassification requests
- Participates in all recruitment events.
- Performs other administrative and clerical duties as assigned

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**

**Applicants must meet all the qualifications listed below to be considered for the vacancy.**

**Education and Experience:**

High school diploma or GED equivalent	<b>AND</b>	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.	<b>AND</b>	Three (3) years of experience in Human Resources, Business, Accounting, Finance, Education, or a related field.

**PREFERRED QUALIFICATIONS**

- Experience utilizing spreadsheets to organize and manipulate data.
- Experience reviewing documents for completeness
- Experience utilizing technology to include web-based productivity and collaboration tools within Microsoft Office Suite and/or Google Suite.
- Experience working with Applicant Tracking System

**EMPLOYMENT INFORMATION**

This is a 10-month per year position in the Howard County Education Association’s Educational Support Professionals (HCES-ESP) employee unit on the Central Office Technical Salary Scale, Grade 21. The current salary range for this position is \$39,322 - \$60,887. 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**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** 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, educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

[recruitmentinquiries@hcpss.org](mailto: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.