

# Recruitment Specialist

## Human Resources

*Other - Position - Non-Certified*

**Job Number** 4600271852

**Start Date**

**Open Date** 02/20/2024

**Closing Date** 05/20/2024

Pittsburgh Public Schools (PPS) employs over 4,000 individuals in various capacities to support the academic achievement and strength of character of the 20,000 students we serve. The Talent Management Team in the Office of Human Resources is responsible for the recruiting and staffing functions of the organization and is committed to the development of a high-performing diverse and talented workforce.

Under the direction of the Coordinator, Recruitment & Staffing the Recruitment Specialist is responsible for aggressively, proactively and strategically transforming the recruitment function for Pittsburgh Public Schools. The Recruitment Specialist will implement a strategic recruitment plan that creates on-demand pipelines of high-potential candidates for positions throughout the district. The Recruitment Specialist will serve as the relationship manager with in-state and out-of-state colleges and universities, professional and community organizations, and will develop formal and informal networks to identify potential candidates. The Recruitment Specialist will ensure that qualified, diverse talent is recruited, engaged, and ready to hire in advance of District need.

### Reports To

Coordinator, Recruitment and Staffing

### Salary

Support Exempt Salary Schedule, Level 5 (Salary: \$65,025 a year)

FLSA Status: Exempt

Work Year: 12 Months

### Qualifications

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. Candidates must be comfortable working on a team committed to better meeting the needs of our student population by increasing the racial diversity and cultural competency of our workforce. We are a hard-working team focused on results and expect the pursuit of excellence in all aspects of the organization. In addition, we are seeking

candidates with:

- Bachelor's degree in human resources, management, or business preferred or 4-8 years of relevant experience may be considered in lieu of a degree.
- At least three years of experience with recruiting and staffing, job development, employer outreach, marketing/communications or related experience preferred
- Ability to quickly establish credibility and build relationships with multiple stakeholders including university, community partners, organizations, applicants, school-based and central office staff.
- A demonstrated track record of success in recruiting and screening talent
- Strong presentation and training skills.
- Knowledge of requirements to secure a teaching or administrative license in Pennsylvania
- Ability to exercise a high degree of confidentiality, professionalism, poise, tact and diplomacy to accomplish objectives
- A capacity to solve problems, to stay organized and manage multiple priorities
- Excellent verbal and written communication skills
- Strong research skills, including the ability to research demographics of university programs, applicant sources, job posting sites and other recruitment resources for locating diverse talent
- Ability to innovate and think creatively
- Proficient computer literacy skills with an in-depth knowledge of data mining, internet research, and social media expertise.
- Demonstrated proficiency in MS Word, Excel, Outlook, and

## PowerPoint

- Must be able to work non-traditional hours as needed, including evenings

- Value, demonstrate, and promote diversity, equity, and inclusion.

### **Residency Requirements**

City of Pittsburgh Residency Required

### **Essential Job Functions**

1. Execute the recruitment and orientation strategy to proactively create on-demand pools of high-potential candidates that lead to a diverse, culturally competent, and effective workforce.
2. Ensure recruitment efforts are performed at a high level of quality, achieved on time, and within budget.
3. Maintain regular communication with Human Resources Staffing Representatives to understand and anticipate staffing needs.
4. Collaborate with the Coordinator of Recruitment and Staffing in conducting employment-related research to identify recruitment sources that will yield an increased applicant pool.
5. Build applicant pipelines by maintaining relationships with industry, colleges/universities, community partners, teaching academy, employment agencies, other organizations, and networks.
6. Develop, navigate, and maintain a PPS social media presence to engage with prospective candidates and drive employment interest to Pittsburgh Public Schools.
7. Leverage PPS employees in a variety of ways (e.g. affinity and focus groups, referral programs, etc.) to incorporate diverse perspectives and implement District-wide recruitment efforts to generate strong internal pipelines for various employment opportunities.
8. Serve as one of the Human Resources Representative for the School District University Collaborative (SDUC) to build applicant pipelines for teachers and substitutes.

. . . . .  
9. Lead, plan, and implement employment seminars, network sessions and other recruitment events to engage student teachers from the SDUC and other universities and colleges.

10. Coordinate, implement, attend, and assist in the planning of recruitment events, career fairs, candidate engagement experiences, and selection days to promote and market employment at Pittsburgh Public Schools and acquire highly qualified candidates.

11. Lead and implement the logistical aspects of external recruitment event registration to ensure registration and other requirements are adhered to by deadlines.

12. Partner with the Communication/Community Engagement department and marketing agencies to ensure marketing materials are developed for events, activities, and mailings.

13. Conduct resume reviews and competency-based phone interviews to create shortlists of qualified candidates.

14. Participate in interview panels and serve as a backup to the HR Staffing Representative to lead interview panels.

15. Conduct training and recruitment presentations for a variety of audiences.

16. Leads the collection and maintenance of recruitment records for assessment purposes.

17. Respond to all recruitment inquiries in a timely and customer-oriented manner providing clear expectations, comprehensive information, and advice.

18. Assist in the enhancement of the Recruitment Ambassador program and training to build the capacity of PPS to reach more candidates and broaden and spread the PPS message as an employer of choice.

19. Assist in the analyzation of data and evaluation of recruitment, staffing, and orientation efforts to inform decision making on future strategies, programs and initiatives.

20.Partner with the Recruitment Coordinator to research and develop new strategies for candidate recruitment and engagement that will produce the largest outcomes.

21.Manage, respond to, and organize communications sent and received from shared HR email accounts.

22.Ensure recruitment practices are non-discriminatory and compliant with other legal requirements.

23.Participate in departmental, goal-setting and planning.

24.Communicate effectively and confidently at all levels, over the phone, face-to-face, and electronically.

25.Other relevant duties as assigned by supervisor in support of the department's goals and objectives and the District's mission and Superintendent's Priority Goals. ?

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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