



Recruiter

Job no: 494746

Work type: Staff

Location: San Diego

Categories: Confidential, Probationary, Full Time

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Position Summary

Under the general direction of the Talent Acquisition Manager, the Recruiter implements the full life cycle of the recruitment and hiring process for a variety of staff and management roles. The Recruiter will collaborate with hiring managers regularly and proactively to identify best practices to meet hiring needs. They advise hiring managers on all aspects of outreach, assessment, selection, and hiring to facilitate timely and effective processes that secure the most highly qualified candidates. The Recruiter is responsible for ensuring that SDSU attracts, hires and retains the best employees while growing a strong talent pipeline.

Talent Acquisition is within Employment Services of the Center for Human Resources. SDSU's HR Department, the Center, provides core human resources to the University's workforce of over 6,400 faculty, staff, and student employees. These services include Talent Acquisition, Classification and Compensation, Staff Professional Development, Benefits Administration, and Payroll and Workforce Administration. The mission of the Center for Human Resources is to provide exemplary, customer-focused human resources services in support of the University and enhancing the campus environment to support faculty and staff.

This is a full-time (1.0 time-base) benefits eligible, permanent (probationary) position. This position is designated exempt under FLSA and is not eligible for overtime compensation. Standard SDSU work hours are Monday – Friday, 8:00 a.m. to 4:30 p.m., but may vary based on operational needs.

Education and Experience

A basic foundation of knowledge of the principles of organization, administration and management; and the ability to analyze and find solutions to problems, work independently, communicate effectively, and write clear and concise reports. Some positions may require a basic knowledge of research techniques and statistical methods. This foundation would normally be obtained through a bachelor's degree or professional training program specific to the position and directly related work experience, or a

combination of education and experience which demonstrates the ability to perform the essential functions of the position.

This would normally be demonstrated by a Bachelor's degree in a related field and two (2) years of professional recruiting experience OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Preferred Qualifications and Specialized Skills

- Experience with contemporary methods for identifying and sourcing talent
- Strong networking and communication skills
- Bilingual (Spanish/English)

Compensation and Benefits

Starting salary upon appointment not expected to exceed \$5,000 per month. Salary placement is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources.

San Diego State University offers a rich benefits package that constitutes a major portion of total compensation. For more information regarding SDSU benefits, please click [here](#).

Supplemental Information

Click [here](#) to apply. Initial review of the required application materials, including cover letters and resumes, will begin on February 9, 2020. To receive full consideration, apply by February 8, 2020. The position will remain open until filled.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

San Diego State University is not a sponsoring agency for staff or management positions (e.g., H-1B visa). Applicants must currently be authorized to work in the United States on a full-time basis. Offers of employment are contingent upon the presentation of documents that demonstrate a person's identity and authorization to work in the United States, which are consistent with the provisions of the [Immigration Reform and Control Act](#).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SDSU is a smoke-free campus. For more information, please click [here](#).

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

Applicants with disabilities and applicants who require assistance completing an application may contact Catherine Love at 619-594-5248.