



San Diego State
University

The Center for Human Resources
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SDSU.edu

Technical Recruiter (Confidential Administrative Support II) Apply online at careers.sdsu.edu

Position Summary

The Center for Human Resources celebrates diverse backgrounds and perspectives. We strive to recruit and retain highly-skilled and compassionate leaders. By prioritizing listening and learning, engaging in critical conversations, and thoughtfully considering the needs of our diverse community, we are creating a culture of belonging. We aim to offer opportunities for advancement and foster an inclusive environment so that all are valued and empowered to thrive.

The Center for Human Resources provides exemplary and customer-focused human resources services in support of the University and enhancing the campus environment to support faculty and staff. The Center for Human Resources is comprised of five service areas: Benefits Services, Human Resources Services, Employment Services, Labor and Employee Relations, and Payroll Services, all of which are supported by the Director's Office and Human Resources Information Systems. Major departmental programs and activities include classification and compensation, recruitment and talent acquisition, training and professional development for staff and management, benefits administration (including leave management and workers compensation), payroll administration, workforce administration, labor and employee relations, and reporting and analytics for all employees.

Under the general direction of the Assistant Human Resources Director for Employment Services, the Technical Recruiter- IT Employment Specialist will directly support the Information Technology Division in the areas of candidate talent search and engagement, as well as talent acquisition process improvement and strategy development. They will foster a collaborative team environment and a strong service-oriented culture, which ensures delivery of an efficient, effective, quality driven service.

The Technical Recruiter is responsible for the day-to-day full life cycle recruitment for all positions within the IT Division. They will develop unique and creative sourcing strategies and techniques for all assigned roles, specifically for hard-to-fill, pivotal positions to meet current and future business needs. The Technical Recruiter will provide comprehensive consultative services on recruitment planning and related issues. They will advise hiring managers on all aspects of the outreach, assessment, selection and hiring process to facilitate timely and effective processes that secure highly qualified candidates. They will develop and maintain working relationships with IT leadership and talent pipeline. The Technical Recruiter will develop performance indicators to monitor and evaluate candidate sourcing for quality of services provided.

The Technical Recruiter will staff all IT search committees. This includes assistance in the creation or updating of position descriptions, requisitions for recruitments, in-depth prescreening of applications and personal follow up with the candidates; planning, coordinating and scheduling

interviews; supporting the search committee chair with related administrative needs, candidate salary and benefits consultations; and ensuring a positive candidate experience.

The successful candidate will possess a strong commitment to diversity and inclusion with demonstrated success working effectively with diverse individuals and communities. They will be a skilled communicator who will establish and maintain cooperative working relationships with our diverse workforce. While working independently, they will exercise sound judgment and discretion toward the completion of assignments and projects while managing multiple work priorities and competing deadlines. The successful candidate will be adaptable to changes in priorities, trends, strategies, and other work processes.

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.

For information about The Center for Human Resources please click [here](#).

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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.

Specialized Skills

- Minimum of 3 years of technical recruiting experience including sourcing and full life cycle recruiting
- Experiencing managing and prioritizing multiple searches, projects and client relationships
- Experience building and driving talent sourcing initiatives
- Experience working with recruiting and people-related tools and systems, including applicant tracking systems, resume databases, internet sourcing tools and complex spreadsheets
- Effective communication and interpersonal skills as well as those needed for conducting needs assessment, providing input on candidate selection and problem solving
- Demonstrated ability to conduct complex analyses and develop recommendations

Preferred Qualifications

- Bachelor's degree in a related field
- Experience recruiting and sourcing IT industry roles

- Demonstrated experience executing recruiting strategy, including employer promotion in the marketplace, candidate management, diversity sourcing, and interview process management
- Experience working in higher education or other public agency

Compensation and Benefits

Starting salary upon appointment is not expected to exceed \$6,250 per month. San Diego State University will offer a competitive salary based on the qualifications and experience of the selected candidate. San Diego State University also offers a rich benefits package that includes:

- Extensive Leave benefits: 14 paid holidays, 24 vacation days, and 12 sick days per year;
- Retirement security through a CalPERS defined benefit pension (with CalPERS and UC Retirement Plan reciprocity) and retiree healthcare benefits;
- An array of health, dental, and vision coverage at no-cost or low-cost to the employee; and
- California State University system fee reduction program (fee waiver) for the employee or their qualified dependent.

SDSU Vaccine Policy

In accordance with the California State University system-wide policy, students, faculty, and staff must be fully vaccinated against COVID-19 or provide a valid medical or religious exemption in order to access campus. Individuals are considered fully vaccinated for five months after their final dose of a two-dose COVID-19 vaccine or for two months after receiving the only dose of a single-dose vaccine. *Afterward a COVID-19 booster is required to continue to be considered fully vaccinated.*

The individual hired into this role will be required to submit their completed vaccination documentation to the university's secure online health portal prior to beginning work. Individuals with an approved medical or religious exemption on file with the university will be required to participate in SDSU's COVID-19 testing program.

Supplemental Information

Initial review of the required application materials, including cover letters and resumes, will begin on July 25, 2022. To receive full consideration, apply by July 24, 2022. 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 Casie Martinez at cmartinez12@sdsu.edu.