

**Job Summary:**

Under the general supervision of the Program Manager II, Recruitment & New Teacher Development, the job of Recruitment Analyst is done for the purpose/s of performing a variety of specialized and difficult clerical work to relieve the supervisor of administrative and clerical details; collecting data, keeping accurate records and ensuring compliance for federal and state grants; providing information to potential teacher candidates, staff, districts and county offices throughout the recruitment regions, the general public, and state and local governmental agencies; and making referrals and assisting districts in their recruitment efforts.

**Essential Functions:**

- ▶ Makes arrangements for workshops, meetings, and recruitment fairs for the purpose of assisting the Recruitment Director and Program Managers for the Intern and Teacher Recruitment Programs.
- ▶ Assists in budget preparation for the purpose of ensuring compliance for state and federal grants.
- ▶ Composes/prepares letters, memos, forms, reports, documents, surveys, handbooks, newsletters, questionnaires, and brochures, for the purpose of communicating with IHEs, school districts, other programs, recruitment centers and the general public.
- ▶ Creates and maintains database of project teachers for the purpose of collecting mandated data for state and federal grants.
- ▶ Creates and maintains database of teacher candidates for the purpose of making referrals and assisting districts in their recruitment efforts.
- ▶ Maintains records, schedules, lists, inventories, files and other documents for the purpose of ensuring that time lines and deadlines are met and that records are available for easy reference.
- ▶ Maintains the Recruitment Director's calendars and schedules appointments for the purpose of ensuring that deadlines and time lines are met.
- ▶ Maintains tuition and scholarship records for the project teachers for the purpose of keeping accurate records for local, state and federal projects.
- ▶ Makes arrangements for workshops, meetings, and recruitment fairs for the purpose of assisting the Recruitment Director and Program Managers for the Intern and Teacher Recruitment Programs.
- ▶ Prepares documents (e.g. reports, schedules, correspondence, flyers, calendars, brochures, press packets, recruitment materials and power point presentations) for the purpose of providing information to potential teacher candidates, staff, districts and county offices throughout the recruitment regions, the general public, and state and local governmental agencies.
- ▶ Provides/updates information for the Teacher Recruitment Program website to the Tulare County Office of Education webmaster for the purpose of providing teacher candidates and districts with up-to-date information.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - perform difficult and responsible clerical work requiring accuracy and speed;
  - compose and prepare correspondence, reports and memoranda;
  - type 50 net wpm;
  - design and produce materials to be used for advertising and public relations purposes;
  - use a computer at an advanced level.
- ▶ **Knowledge of:**
  - computers;
  - mail systems;
  - software for generating advertising material.
- ▶ **Ability to:**
  - work independently with little or no direction;
  - establish and maintain cooperative relationships with those contacted in the course of work.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking and 10% standing.

**Experience/Education Required:**

- ▶ Job-related experience within specialized field is required.
- ▶ High school diploma or the equivalent.
- ▶ Bachelors degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Typing Certificate verifying 50 wpm NET from clear copy.

**FLSA Status:** Non Exempt

May 2007

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.