

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III, TALENT ACQUISITION ASSISTANT

SALARY SCHEDULE: SSP-9

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Associates Degree in a business-related field or a minimum of 5 years general office experience
- (2) High School Diploma
- (3) Receive a minimum score of 90 on the Microsoft Word test
- (4) Receive a minimum score of 75 on Microsoft Excel preferred
- (5) ESD proficiency preferred
- (6) Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of recruitment techniques and online tracking systems. Ability to compile data and prepare reports. Ability to perform highly responsible duties necessary to support the school or District. Knowledge of the organization, operation, program and goals. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Excellent oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Knowledge of computer programs including, but not limited to, Microsoft Word, Excel and Microsoft Publisher. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

District Administrator

JOB GOAL

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office with specific focus on talent acquisition.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Participate in the development and implementation of talent acquisition efforts.
- * (2) Perform those duties that assist and support the facilitation of orientation and onboarding of new hires.
- * (3) Support human resources efforts related to the recruitment of instructional and support personnel via an electronic, online recruitment system to include posting and managing critical shortage area vacancies.
- * (4) Establish relationships within the real estate market to make introductions between realtors and new hires within our district.
- * (5) Compile and distribute housing information including available housing lists to share with potential new hires.
- * (6) Identify housing opportunities and potential discounts for new hires.

School Board Approved – June 4, 2019

ADMINISTRATION ASSISTANT III, TALENT ACQUISITION ASSISTANT Continued

- * (7) Maintain complete and accurate recruitment data as assigned.
- * (8) Use available data to identify recruitment priorities.
- * (9) Assist with the management and marketing of recruitment campaigns.
- * (10) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- * (11) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- * (12) Coordinate talent acquisition tasks and events.
- * (13) Keep supervisor informed of potential problems and unusual events.
- * (14) Use positive and effective interpersonal communication skills.
- * (15) Maintain confidentiality.
- * (16) Maintain a courteous and professional manner.
- * (17) Maintain positive effective working relationships with District / school personnel and coworkers.
- * (18) Participate in training to update and increase skills.
- * (19) Report to work regularly and on time.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (22) Complete assignments with minimum supervision.
- * (23) Demonstrate support for school or department and District goals and priorities.
- * (24) Sustained focus and attention to detail for extended periods of time.
- (25) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities