

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Recruitment and Retention Specialist  
**Department:** Employee Services  
**Reports to:** Director of Employee Services  
**Prepared Date:** March, 2018

**SUMMARY OF RESPONSIBILITIES**

The primary responsibility of the Recruitment and Retention Specialist is to advance recruitment and retention efforts in collaboration with department and district administration through the implementation of the district's comprehensive recruitment plan for all positions with emphasis on diverse applicants and applicants who have licensure for hard-to-fill teaching positions. This position will (1) be the primary point of contact for all interested candidates, (2) ensure evolution in onboarding process, and (3) assist in the development of pathways towards teaching.

**DUTIES AND RESPONSIBILITIES:**

- Assist in the development, creation and implementation of strategic recruitment strategies to enhance the district's visibility and reputation as an employer of choice.
- Develop and implement recruitment and retention practices through an equity lens and create an ethnically and culturally diverse applicant pool by actively encouraging qualified candidates to apply for positions in the district.
- Utilize social media and online recruitment resources to expand the reach and impact of recruitment practices; remain current in new and developing technologies and trends.
- Collaborate with the Staffing Supervisor and other district administrators to determine high priority staffing needs; modify recruitment plans as needed to focus on hard-to-fill positions.
- Build and enrich relationships with colleges, universities, schools, businesses, community organizations and other partners who can help further the district's recruitment goals.
- Actively research and pursue opportunities to make presentations at colleges, universities, businesses and community organizations.
- Enhance the overall student teaching experience in the district, including management of annual contracts with colleges and universities.
- Expand partnerships with colleges and universities to create a more diverse student teaching pool to better align student teaching candidates with our staffing needs.
- Advise student teachers regarding the district hiring process and develop/implement recruiting methods to encourage application for available positions.
- Prepare and deliver presentations for recruiting events, supervisor training, data/trend analysis and other related topics.
- Manage and develop all district recruitment and career fairs and other special events; partnering with district departments as needed.
- Update recruitment materials and other forms of media to ensure a positive image of employment with the district; work collaboratively with communications department to ensure consistency.
- Develop and administer employee exit survey process; identify trends and areas for improvement.

- Provide regular updates to stakeholders.
- Collect and analyze recruitment, retention and employee turnover data; identify trends and gaps.
- Provide regular updates to stakeholders.
- Maintain accurate and well-organized documentation of recruitment and retention efforts; including recruitment expenses.
- Perform other duties and responsibilities as assigned by the Director of Employee Services.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **EDUCATION and/or EXPERIENCE**

Requires Associate degree in Human Resources, Marketing, Education or related field and a minimum of three years closely related experience. Other similar administrative or school administration experience may be considered.

Bachelor's degree in Human Resources, Education or related area preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Strong attention to detail and organizational skills.

Ability to multi-task and manage flow of simultaneous projects in a fast paced environment.

Ability to build trust and rapport with a diverse body of stakeholders.

Excellent in verbal and written communication with a diverse audience.

Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators, employees, applicants and vendors/educational partners.

Ability to effectively present information to administration and other employees.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Must be able to lift a minimum of 25 pounds.

Ability to work independently as well as in a team environment.

Ability to maintain regular attendance, which includes completing an assigned day and commit the time necessary to complete the job.

### **WORK ENVIRONMENT**

Most work performed in an office, but travel to other district and community sites is required.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions when driving to District sites. The noise level in the work environment is usually quiet, but may be noisy, depending on location.