Title: Recruiter (Coordinator)
Category: Contingent Contractual I
Department: Libraries Human Resources

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

In this contractual position, the Human Resources Coordinator will support the Libraries Human Resources Office (LHR), with a primary concentration on the employment activities. This position will provide assistance with various functions that include, but are not limited to, full cycle recruitment; onboarding; and data entry into HRIS. The major duties and responsibilities will be to initiate and complete the administrative process for staff and faculty searches which includes: approvals and job posting in eTerp; serving as HR liaison to search committees; scheduling interviews and conducting reference checks; creating offer letters; tracking recruitment activity from open to close of requisition; maintain effective working relationship with Hiring Managers to ensure understanding and support for short and long term recruiting needs and ensure all new hire complete required paperwork and onboarding process.

Required Qualifications
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Ability to maintain a high level of confidentiality
- Ability to learn the institution’s HRIS, such as PHR and eTerp
- Attention to detail and follow through
- Good to excellent spelling, grammar and written communication skills
- Ability to research HR related topics, laws, and practices
- Knowledge of office administrative procedures

Required Education and Experience:
- Bachelor’s degree
- Two years of human resources experience directly related to the duties and responsibilities specified
- Knowledge of HR laws, practices and industry standards
- Proficiency in or knowledge of using a variety of computer software applications, especially Microsoft Office Suite and Google Suite
- Ability to manage shifting priorities

For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

APPLICATIONS: Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/66948](https://ejobs.umd.edu/postings/66948). No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until February 17, 2019.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.