

CORPORATE RECRUITER JOB DESCRIPTION

Use your energy and drive to help us hire the best and the brightest for our company. Prospect Education, LLC., is a rapidly growing company, providing support to proprietary colleges in multiple states. Recruiters are responsible for hiring strong candidates into a variety of positions. In addition, you will be involved with campus recruitment and employee relations. Prospect Education, LLC., offers competitive salaries, great benefits, and a great work environment.

POSITION DESCRIPTION

The Corporate Recruiter will partner with managers to anticipate and meet the evolving needs of the campuses and to deliver best talent in the organization. The position will nurture relationships with prospective talent and manage on-going manager relationships all while having FUN doing it! We are a true contributor to the growth of the company and we provide the talent that makes this company successful. Very rewarding opportunity!!!!

DUTIES AND RESPONSIBILITIES

- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization.
- Partner with Corporate and Campus Leaders to forecast and develop plans for key staffing initiatives.
- Manage full cycle recruiting process to meet the various staffing goals across all levels within multiple business units. Create and implement Employment Marketing Strategies to attract passive job seekers.
- Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria (Profile XT Assessment).
- Develop strong relationships and partner with hiring manager, business leaders and HR.
- Work closely with Hiring Managers to maximize effectiveness of recruiting process.
- Track and report key metrics designed to measure and predict staffing activity.
- Regular follow up with the respective hiring managers and candidates to ensure timeliness of recruitment process.
- Actively participate in all staffing related activities and engage in cross functional projects.
- Develop and implement search strategy that includes vendor selection process and performance metrics for all searches. Develop and maintain career opportunities section on Prospect Education, LLC., website.
- Develop and execute a personal time management plan.
- Other HR related duties as assigned by the Human Resources Manager.

JOB QUALIFICATIONS AND SKILLS

- Five plus years of Staffing/Recruitment experience, strong understanding and ability to recruit in all levels of the organization from entry level to Corporate staff.
- 2 year degree from a recognized college or university, 4 year degree preferred
- Excellent inter-personal skills, communication skills and team based project experience.
- Clear understanding of the end to end recruitment lifecycle processes.
- Must have experience on mapping and sourcing resumes from all sources.

- Strong vendor manager skills related to recruitment activities such as search firms and job boards.
- Proficient computer skills including the Microsoft Office and in depth knowledge of data mining and internet research.
- Experience in general HR functions is preferred.

ADDITIONAL COMPANY INFORMATION

This is a full time position with a benefits package including medical, dental, vision, short and long term disability, PTO paid holidays and 401(k). EOE

We are committed to diversity. Prospect Education is an Equal Opportunity Employer

Visit our web-site at www.prospecteducation.com for more information.

HOW TO APPLY

All applicants must submit a cover letter, resume and salary history for consideration. Please submit your cover letter, resume and salary history to jobs@prospecteducation.com or fax to 775-284-9900. Please place "Corporate Recruiter" in the Subject Line of your e-mail or fax cover letter.

Immediately following the submission of your resume you will receive an e-mail requesting you to take an applicant assessment. This assessment helps us match your talents and attributes to our positions. Keep in mind if you choose to not participate in the assessment you will not be considered for the position.