



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Employment Coordinator

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Human Resources	Job Code: 14114 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the classification has broad decision making authority and independence, and interprets policies and procedures. This classification requires extensive knowledge of recruitment, selection, and placement procedures and techniques, and applicant screening and testing in order to perform complex duties in providing an effective and efficient process for the recruitment, selection, and placement of bargaining and non-bargaining classified civil service employees.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversees recruitment, selection, and placement of bargaining and non-bargaining classified civil service employees.
2. Posts and places advertisements for open positions.
3. Conducts applicant screening and testing, and schedules medical examinations.
4. Maintains applicant tracking system for posted positions.
5. Makes job offers.
6. Coordinates service awards and special projects.
7. Generates reports.
8. Performs clerical duties.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of recruitment, selection, and placement procedures and techniques; applicant screening and testing; applicant tracking system*; and oral and written communication. Skill in operation of computer. Ability to oversee University employment practices; coordinate special projects; maintain accurate records and generate reports.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

18 mos. training or 18 mos. experience in recruitment, selection, and placement procedures and techniques, and applicant screening and testing. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.