

Job Summary: The job of Sr, Recruitment Specialist, California Center on Teaching Careers as established for the purpose/s of performing a variety of specialized and difficult clerical work, performing some general accounting functions, relieving supervisors of administrative and clerical details, and performing related works as required.

Essential Job Duties:

- Coordinates travel, meeting, and conference arrangements for the purpose of assisting supervisors in this department including internal process such as requisitions and purchase orders;
- Assists the Executive Director's with recruitment scheduling and makes necessary arrangements;
- Distributes reports, checks and mail for the purpose of ensuring that documents are routed to the correct personnel;
- Assist in the coordination of the hybrid and virtual events hosted by the vortal;
- Collaborates in the development and modification of social media marketing for interactive posts and advertising for the department's projects;
- Collects and maintains receipts, purchase orders, and invoices to prepare the Cal Card statement for processing;
- Greets employees and public visitors for the purpose of providing information and/or referral to the appropriate individuals or division;
- Inputs data into the absence computer information system for the purpose of maintaining accurate records;
- Assists with coordination of arrangements for workshops, recruitment fairs, and recruiting trips in and out of state;
- Screens/routes mail for the purpose of providing staff with correspondence so they may respond appropriately and in a timely manner;
- Maintains accounts receivable, cash receipts, invoices, and collections for the purpose of having up-to-date and accurate receivables;
- Maintains schedules of appointments and meetings for the director for the purpose of ensuring that all appointments and meetings with staff and the public are kept;
- Maintains various files (accounts payable warrants, journal entries, cash receipts, deposits, contracts, agreements, POs, etc.) for the purpose of having easily accessible information readily available when needed;
- Creates and maintains a database of project teachers for the purpose of collecting mandated data for state and federal grants;
- Creates and maintains database of teacher candidates for the purpose of making referrals and assisting districts in their recruitment efforts;
- Provides technological support for design and implementation of the recruitment platform;
- Provides support to tracking contracts for project teachers, agencies, and independent contractors for the purpose of federal and state mandates for grants;
- Operates a variety of office machines for the purpose of facilitating the needs of the job;
- Prepares files, letters, and financial reports for the purpose of assisting staff with state and federal compliance;
- Prepares requests for warrants and purchase orders for the purpose of ordering necessary materials, supplies, etc., needed by staff in order to perform their duties;
- Provides a wide variety of complex and responsible clerical, technological and complex budgeting duties for the purpose of relieving the director of routine administrative functions not requiring his/her immediate attention;
- Prepares documents (e.g., reports, schedules, correspondence, flyers, calendars, brochures, press packets, recruitment materials, and PowerPoint presentations) for supervisor's meetings;
- Communicates and assists with upper management in outside organizations for the grant follow-up and compliance;
- Assists in the preparation of budget reports for the purpose of ensuring compliance with state and program regulations;
- Assist in creating training materials for virtual fairs and events;
- Performs other related duties as assigned;

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling;

some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- proofread material and make necessary corrections for advertising and public relations purposes;
- assist in monitoring business related documents such as requisitions, agreements, contracts, amendments, purchase orders, invoices, & payments;
- assist in monitoring business related documents with federal and state grants;
- analyze problems and identify solutions;
- organize, coordinate, and oversee office activities;
- make mathematical calculations quickly and accurately;

Knowledge of:

- general accounting procedures for internal systems;
- computers and e-mail systems;
- modern office methods, practices, and procedures;
- correct English word usage, spelling, grammar, and punctuation;
- record management procedures;
- basic financial document types and their purpose;
- advanced of excel, google platform, adobe, asana;
- written and oral communication skills and work standards;
- referring clients to appropriate resources;
- military outreach activities;
- K-12 school system for special projects;
- web-based platforms for recruitment and budgeting reporting.

Ability to:

- use computers, electronic mail systems and software, i.e., Excel, Word, etc;
- learn, interpret, apply, and explain regulations, policies, and procedures;
- compose correspondence and written materials independently, or from oral or written instructions;
- establish and maintain effective working relationships with others;
- keep electronic calendars, store, and retrieve documents through various platforms;
- set-up zoom meetings for the department;
- travel frequently as required locally and various areas of California;
- perform routine repetitive tasks to completion;
- attend in-service training, meetings, classes, and conferences;
- type at a speed of 35 wpm;
- prepare, create, and edit different forms of communication and/or documents;
- Operate standard office equipment;
- establish effective working relationships within the department and outside agencies;

Experience Required:

- Experience in working with the K-12 school system.
- Experience in referring clients to appropriate resources.
- Clerical experience with increasing levels of responsibility is desired.

Education Required:

- Associates degree required: may substitute two years of equivalent experience for one year of college;
- Bachelor's degree preferred;

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Typing certificate verifying 35 net wpm.
- Valid California Driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Non-Exempt**October 2023**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.