

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - EMPLOYMENT SERVICES - LOCATION - 120 KING ST. W., 9th FLOOR)

STUDENT RECRUITMENT COORDINATOR

SUMMARY OF DUTIES

Reporting to the Supervisor, Employment Services coordinates the Student Recruitment program. In addition to managing the summer recruitment process you will refresh existing programs and develop new programs to attract both students and graduates from particular programs that align with the City's needs for specific skills and future needs. General outreach along with a stronger presence in career fairs/events specifically with McMaster/Mohawk/Redeemer is part of the strategy.

GENERAL DUTIES

Responsible for the City of Hamilton student recruitment activities and programs designed specifically for hiring students/youth. High volume of students is hired every year through the students' career programs: University/College Co-op, High School Co-op, Summer Student Recruitments, Student Placements and Seasonal Students.

Responsible to improve the existing students' recruitment programs by developing and enhancing programs in order to attract graduates from particular programs that align with the City's needs for specific skills and future service delivery needs to better serve all segments of the workforce.

Develop an attraction plan that will give the City of Hamilton a stronger presence in career fairs/events in Hamilton, especially those that are conducted by the post-secondary educational institutions (McMaster/ Mohawk joint job fairs).

Proactive sourcing of candidates which align with potential skill shortages occupations through networking/ social media and organized events to promote the city. KeepS current with upcoming skill requirements for department/ divisions by providing COOP/Internship options to fill future staffing needs.

Building and maintaining relationships with prospective educational, community, outreach clients.

Collects, maintains statistical information/measures in Excel and coordinates project & year end statistical calculations and reporting. Create implements, and monitors student hires / placements progression, measures in Excel and PeopleSoft. Provided annual reporting of progression of the Youth Strategy

Provide advice and guidance related to the available options for filling student vacant positions work in collaboration with hiring managers, educational institutions, and outreach agencies/programs to identify best practice and propose recruitment strategy best suited for optimal service delivery and candidate selection to the manager.

Source and retain available grants offered through various government agencies and community based services.

Full cycle recruitment for the summer student program in cooperation with the hiring departments. Advances special needs students and promotes hiring from our diverse communities.

Co-ordinate, implement and facilitate departmental initiatives such as Take Our Kids to Work Day, Summer Student Recruitment Program, High School Co-op Program, Job Fair, Outreach Information Sessions

Enforce compliance with Collective Agreements by advising managers on issues related to compliance with the Employment Standards Act, Human Rights Act and Collective Agreements re: letter of understanding, Posting

Process, Vacancy duration

Ensures proper documentation processed for student hires, re-hires and transfers.

Responds to applicants' and City departments' enquiries regarding student job posting and applicant status.

Prepares routine correspondence to applicants including, but not limited to, letters of regret/cancel/testing etc. as well as preparation of offer letters for completion, review and signature of Hiring Departments.

Investigate and identify and execute proper records management protocol relating to online recruitment posting library creation and ongoing maintenance which will impacts current and future job postings

Researches and composes information relating to Employment Services, Ministry of Labour, Processes and Procedures, information packages, for internal employees/candidates as well as external candidates. Maintain and update information as required in keeping with standards – AODA and COH Web Authoring Guidelines

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Promote the public service branding among youth with the main focus on the City's services, projects and their impacts on the City's community.

Conduct regular career awareness campaigns about the City's career opportunities and provide career awareness sessions for the target audience.

QUALIFICATIONS

1. Solid understanding of Human Resources legislation, along with a working knowledge of Human Resources corporate policies and procedures and understanding of collective agreements gained through a combination of directly related post-secondary education and/or equivalent combination of work experience and education. Completion of the Human Resources Management program is preferred.
2. Previous experience and/or solid understanding of the full attraction, recruitment and selection cycle is required. Previous experience using on-line applicant tracking recruitment tools to post, screen and source potential job candidates..
3. Strong computer skills (Word, Excel, Outlook and database); Proficient in use of PeopleSoft or other similar Human Resources Information Systems, including use of ad hoc reporting tools preferred.
4. Demonstrated ability to manage a high volume of task and duties in an efficient manner in a deadline oriented environment. Ability to self-manage and work independently, set priorities and meet deadlines and possess the initiative and have the ability to carry out instruction without detailed direction.
5. Strong interpersonal and communication skills to relate readily to internal City departments, employees, the general public and external agencies. Ability to advise managers on provisions of the collective agreements related to compliance issues. Must have a pleasant manner, exhibit tact and diplomacy. Good judgement and ability to recognize and maintain confidentiality is essential.
6. Must have excellent attention to detail with an aptitude for figures and ability to create and establish tracking and monitoring systems. Well-developed research, analytical and problem solving skills. Responsible for the accuracy of the position postings, offer letters, and other correspondence. Verifies and processes requisitions on-line; creates job postings using PeopleSoft e-recruit.

7. Ability to work collaboratively in a constantly changing environment with competing priorities.
8. A progressive approach which is focused on leveraging technology to maximize the advantage of the social technologies in the search for talent. Collaborate to develop an effective social networking recruiting strategy as a tool in finding and connecting with the prospective talent.
9. Well developed research, reasoning, analytical and problem solving skills.
10. Ability to self manages and works independently, set priorities and meet deadlines and possess the initiative and have the ability to carry out instruction without detailed direction.