

POSITION DESCRIPTION

1. General Information

Position title	Staffing and Development Specialist
Status	Exempt, 37.5 Hours
Reports to (title)	Director, Human Resources
Department	Human Resources
Date	09/16/2016

2. Primary Function

<p>Responsible for the recruitment of staff and training initiatives for employees. Responsible for researching, developing, and facilitating various training methods including face-to-face, instructor-led classes, as well as webinars and facilitating online courses.</p>

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<p>Responsible for the full recruitment cycle of staff members for FASEB and Member Societies.</p> <ul style="list-style-type: none"> • Collaborates, as needed with hiring managers and other team members to ensure success in the sourcing, attracting and hiring of high quality candidates who believe in the mission of FASEB and our Member Societies who strive to advance biological and biomedical sciences. • Develops sourcing plans specific to each job opening to build a pipeline of diverse talent with candidates sourced and ready for interviewing and presentation to Hiring Managers. • Develops, analyzes, and revises job descriptions to determine duties, responsibilities and qualification requirements. Writes and posts job advertisements for each position. Screens and reviews resumes for appropriate skills and qualifications prior to sending them to the hiring manager. • Manages and coordinates communications with candidates including pre-screening, interview scheduling, interview preparation and process overview. • Provides employment recommendations to Hiring Managers based upon candidate qualifications, application materials, interviews and references. • Completes reference checks, drafts offer letters for hiring officials, and makes job offers to candidates. • Sets expectations and assists the Hiring Manager with post-offer strategy and closing. 	60

2	Maintains all pertinent applicant and interview data in the applicant tracking system, Generates applicant tracking reports. Creates and emails rejection letters to candidates. Maintains individual recruitment files for each position, which include candidates' resumes and applications. Retains records according to FASEB's records retention policies. Provides guidance to managers and staff in regards to FASEB policies and procedures.	10
3	Researches and recommends new sources for recruiting. Coordinates and implements approved initiatives.	5
4	Assesses training needs through surveys, interviews with employees, or consultations with managers or instructors. Designs and creates training manuals, online learning modules, and course materials. As needed, reviews training materials from a variety of vendors and chooses appropriate materials. Delivers training to employees using a variety of instructional techniques. Monitors and evaluates training programs to ensure they are current and effective. Performs administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment.	25

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	<input type="checkbox"/> High school		Attention to Detail	C
	<input type="checkbox"/> Prof/technical		Interviewing Skills	C
	<input checked="" type="checkbox"/> College courses (Bachelor's degree preferred, or equivalent combination of education and experience)	Human Resources, Business	Verbal/Written Communication Skills	C
	<input checked="" type="checkbox"/> Bachelor's degree		Interpersonal Skills	C
	<input type="checkbox"/> Master's degree		Ability to Multi-Task	C
	<input checked="" type="checkbox"/> Other: 4 years related experience. PHR a plus		English Grammar/Spelling	B
			Proofreading/Editing	B
			MS Word, Excel, PowerPoint, Outlook	B
			Judgment	B
			Initiative	B
			Customer Service Skills	B
			ADP Workforce Now Recruiting Module,	B

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Initiating the recruitment process with a Member Society, including editing job descriptions, creating/posting ads with final approval by the society, screening resumes, interviewing candidates, performing reference checks, and offering positions.
	Give two or three examples of decisions you refer to a higher authority.	Salary and benefit negotiations for candidates who were offered a position. Initiating the recruitment process with FASEB.
	Indicate any special policies, formal procedures, or precedents that guide your work.	The FASEB Handbook/Recruitment Procedures. Following the instructions provided by FASEB and Member Societies on Request for Personnel document.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Directors and Managers	All	Obtains, provides, and exchanges information
	Various Positions	FASEB & Societies	Obtains clarification when necessary
	Employees	FASEB & Societies	Obtains, provides, and exchanges information
	Customer Services Reps.	Various	Obtains, provides, and exchanges information
	Account Managers, Consultants	Various	Obtains, provides, and exchanges information
	Applicants/Candidates	Various	Obtains, provides, and exchanges information
	Instructional Vendors	Various	Exchange information to see if they will meet our needs

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily. Travel and other work related assignments on weekends is possible.