

Arkansas Department of Career Education

Office of Human Resource Management

VACANCY ANNOUNCEMENT

This position will be located at Central Office, Little Rock, AR.

OPENS: 8/28/2015

CLOSES: 9/10/2015

The Division of Arkansas Rehabilitation Services (ARS) is recruiting personnel for the following position:

HUMAN RESOURCES RECRUITER

Position # 22181746

Entry Level Salary for Grade C116: \$30,713

Job Summary:

The Human Resources Recruiter is responsible for planning, developing, and implementing recruitment and staffing strategies for an agency/institution. Consults with and guides hiring managers in recruitment and staffing issues, policies, and processes. Develops and conducts job fairs to present employment opportunities to potential applicants. Develops recruitment programs and materials to fill specific vacancies. Assists in the analysis and creation of policies involving the job posting and application process. Analyzes and evaluates employment applications received from internal and external applicants. Participates in pre-employment interview panels to assist with personnel issues and make certain that proper procedures are followed. Prepares and coordinates the flow of appropriate paperwork for each interviewee. Conducts pre-employment background checks including but not limited to reference checks, criminal history background checks, and drug testing. Prepares spreadsheets and databases to track recruitment efforts and related information. Prepares and submits various bi-weekly, monthly, quarterly, and annual personnel reports. Performs other duties as assigned. This position is governed by state and federal laws and agency/institution policy.

SPECIAL JOB DIMENSION:

Flexible work hours when needed - 30% Travel

Applicants must complete a State of Arkansas employment application to be considered for employment. Resumes only will not be accepted. Each applicant is required to respond to the questions that are posted with the application. Apply online through the Arkansas State Jobs website at www.arstatejobs.com. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121. Applications must be received before 4:30 p.m. on the closing date. For additional information contact:

Arkansas Department of Career Education, Human Resources
525 W. Capitol Ave.
Little Rock, AR 72201
(501) 683-3340
FAX: (501) 296-1672

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on that basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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Minimum Qualifications:

The formal education equivalent of a bachelor's degree in human resources, public administration, or a related field; plus one year of human resources experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

AGENCY SPECIFIC INFORMATION:

If a college degree is required for the position for which you are applying, bring a copy of your transcript with you if you are selected for an interview.

Method of pay is direct deposit. Checking or savings account required if hired.

Participation (6%) in contributory Retirement Plan is required if hired.

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