

**GALLAUDET UNIVERSITY
DESCRIPTION OF POSITION**

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| HR Coordinator (Hiring and Recruitment, Clerc Center) | 8 |
| POSITION TITLE | POSITION LEVEL |
| Manager, Clerc Center Employee Development | February 2021 |
| TITLE OF IMMEDIATE SUPERVISOR | DATE APPROVED |
| Chief Administrative Officer, Clerc Center | 6600 |
| DEPARTMENT | DEPARTMENT # |
| N | Exempt |
| INCUMBENT | FLSA |
| IPEDS CODE | |

SUMMARY:

Reporting to the Manager of Clerc Center Employee Development, the HR Coordinator leads and coordinates hiring and recruitment processes for the Clerc Center; designs and implements innovative recruitment strategies to attract a diverse applicant pool; trains and oversees interview committees to ensure equitable hiring practices; designs and implements training and process revisions to support the upward mobility of employees and equitable hiring processes and practices, addressing individual, institutional, and structural racism; oversees all logistics related to hiring and recruitment including establishing and continuously improving procedures for interview committees, materials for applicants, and communications; researches and initiates innovative models for new employee orientation and onboarding processes, manages and analyzes Clerc Center staffing plans; serves as ex officio on the Clerc Center Employee Relations Council; provides high level counsel, in collaboration with Gallaudet Human Resources, to Clerc Center leadership on matters pertaining to hiring, recruitment and onboarding and practices.

PRINCIPAL ACCOUNTABILITIES:

- I. Leads and coordinates hiring and recruitment processes for the Clerc Center; and designs and implements innovative recruitment strategies to attract a diverse applicant pool.
- II. Designs and implements training and process revisions to support the upward mobility of employees and equitable hiring processes and practices, addressing individual, institutional, and structural racism.
- III. Trains and oversees interview committees to ensure equitable hiring practices; ensures interview questions solicit candidate knowledge in all the required areas for the position, ensuring equitable weight is given in evaluating candidates for content knowledge and knowledge of anti-racism and social justice practices within their content area.

- IV. Oversees all logistics related to hiring and recruitment including authoring or advising on job descriptions, and establishing and continuously improving procedures for interview committees, materials for applicants, and communications.
- V. Researches and initiates innovative models for new employee orientation and onboarding processes that include necessary knowledge and logistics for employee success, and includes detailed review of relevant plans including the Clerc Center Strategic Plan and the Clerc Center Equity Plan; and creates, designs and coordinates and conducts Employee Orientation for Clerc Center employees.
- VI. Tracks trends in employee turnover; conducts exit interviews and shares themes with leadership; recommends adjustments to practice to improve retention.
- VII. Advises, coaches, and partners, with diversity in mind, with leaders as they think through their team strengths and talent gaps; recommends hiring strategies to fill gaps and shares training and development opportunities for existing employees; and develops and maintains a hub for leaders that includes frequently requested documents, how-to guides, and leadership development materials.
- VIII. Manages all updates, analyzes and assures the accuracy of the Clerc Center staffing plan; advises the Manager and the Chief Administrative Office on related timelines and position control; keeps track of all employee salaries and benefits costs by organizational unit; develops projections and creates staffing analyses based on future trends and needs; leads and manages the employment process for Clerc Center teachers in accordance with the approved staffing plan, University policies and procedures, the Affirmative Action Plan, and applicable laws and regulations (e.g., the Immigration Reform and Control Act); and manages reports and supporting information related to succession planning.
- IX. Serves as ex-officio for the Clerc Center Employee Relations Council; and provides guidance to the ERC chairs and representatives on HR policies, procedures and practices.
- X. Serves as the liaison with Gallaudet Human Resources Services; provides for the routine updating of internal procedures; implements changes in procedures; provides high-level counsel, in collaboration with Gallaudet Human Resources, to Clerc Center leadership on matters pertaining to hiring, recruitment and onboarding practices.
- XI. Serves as the liaison with Gallaudet Director, Equal Employment Opportunities; Works with the Director to ensure EEO training is provided to all interview committees; provides for the routine updating of internal procedures; implements changes in procedures.
- XII. Oversees the hiring and termination processes at the Clerc Center, ensuring all required actions are completed in a timely way; initiates and processes personnel actions which include hiring, termination, and change in status; oversees and assists with the processing of the Clerc Center payroll in collaboration with staff assigned to manage employee database; provides training to administrators and support staff on payroll policies and procedures; and serves as a backup timekeeper for payroll.

- XIII. Oversees accurate, up-to-date files on all records processed for the Clerc Center; assures confidentiality of all personnel and payroll records; and conducts periodic internal audits to ensure compliance with all requirements.
- XIV. Establishes and maintains a positive and supportive working relationship with co-workers and supervisor.
- XV. Shows a genuine commitment to diversity, equity, and inclusion in the workplace; and participates in activities and workshops to foster continuous learning.
- XVI. Serves as a mandatory reporter under Title IX; and commits to completing Title IX training and other compliance requirements on an annual basis.
- XVII. Performs other related duties, as assigned.

SPECIFICATIONS:

Required Minimum Qualifications (When the candidate's resume meets these qualifications, it will be screened in.)

- Bachelor's degree.
- A minimum of three years of professional experience in human resources, payroll, and/or personnel administration.
- Ability to converse in high-level professional discourse in American Sign Language and written English.
- Writing and editing skills.

Preferred Qualifications (While not required, it is an advantage for what the position needs.)

- Bachelor's degree or Master's degree in Human Resources.
- HRCI or SHRM certification.
- Experience in a K-12 setting.
- Experience implementing Equity, Diversity and Inclusion principles

Knowledge, Skills and Abilities (Qualities that will help the incumbent be more successful in the position.)

- Excellent analytical and problem-solving skills.
- Ability to use financial software packages.
- Management or supervisory experience.
- Excellent interpersonal skills.
- Excellent writing and editing skills.
- Demonstrated ability to work effectively with people from diverse backgrounds and to cultivate an atmosphere of teamwork within units.
- Knowledge of the principles of Equity, Diversity and Inclusion, social justice, and anti-racism work and ability to review and revise current practices to align with these principles.

Professional Development:

The successful candidate will have the opportunity to engage in professional development opportunities including all Gallaudet provided leadership and core content workshops, SHRM

and/or HRCI conferences and events, and training sessions to obtain SHRM certification if not held at time of hire. All professional development opportunities are dependent on budget availability at the time of offering.

The successful candidate will undergo a background check that must be cleared prior to working at Gallaudet University.

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