

Chattanooga Girls Leadership Academy & Chattanooga Preparatory School

Expectations

The job of the Faculty & Student Recruiter is to coordinate all recruitment efforts for both the Chattanooga Girls Leadership Academy & Chattanooga Preparatory School. The position assists in performing the full life cycle of recruiting activities including but not limited to, sourcing and screening applicants, maintaining recruiting systems, support Director of HR & Operations, and reporting recruiting statistics. The ultimate goal of the Recruiter is to highly-qualified teacher candidates and quality students.

Specific Responsibilities

Faculty:

- Assists the Director of HR & Operations for the purpose of implementing the recruitment strategic plan for both school's networks to seek, screen, refer and support potential new teachers.
- Attends recruitment fairs both in state and out of state; evening and weekends by colleges and universities for the purpose of recruiting teachers for the network.
- Collaborates with pipeline programs for the purpose of increasing and supporting the candidate pool of teacher applicants.
- Interviews/screens teacher candidates for the purpose of ensuring they are suitable and meet the network recruitment needs.
- Assist with all HR duties in regard to onboarding of faculty.

Students:

- Assists the Director of HR & Operations for the purpose of implementing the recruitment strategic plan for both school's networks to successfully recruit students within Hamilton County.
- Attend local recruitment fairs at local Elementary and Middle Schools for student recruitment.
- Designs presentations to students, parents, businesses, the general public and other groups for the purpose of disseminating information about student recruitment.
- Maintain student applications and responsible for entire acceptance process to include orientation for new students.

Additional Areas of Responsibility:

- Attends meetings with The Director of HR & Operations and other administrative members for the purpose of conveying and/or gathering information required to perform the job functions.

- Collects/analyzes data for the purpose of preparing reports.
- Prioritize, organize, schedule and coordinate a variety of activities, projects and student recruitment events;
- Performs other duties as assigned by the Director of HR & Operations for the purpose of meeting the mission and goals of both schools.
- Consistently meets deadlines for assigned tasks and projects while completing quality work.
- Maintains punctuality in arrival to work on a daily basis.
- Completes tasks and assignments with an in depth understanding of the intention of the task at hand.

Knowledge Of

- Recruitment best practices, strategies, procedures, and marketing techniques
- Interviewing skills and techniques
- Tennessee Department of Education teacher credentialing certification procedures

Qualifications

- Minimum requirement of Bachelor's Degree and 2 years of related work experience (non-profit experience a plus)
- Strong time management skills
- Must exhibit excellent written and verbal communications skills
- Highly organized with a strong attention to detail
- Remain positive, flexible and professional
- Build a healthy relationship with students, parents and colleagues
- Proficient in Microsoft Office, Excel, Publisher, and Power Point
- Demonstrates a "do whatever it takes" mentality and approach to the job including, but not limited to: dedicating time above and beyond to ensure tasks are completed to support the overall success and function of the company
- Must be familiar with the school's surrounding community
- Be proficient in researching, interpreting, and analyzing diverse data
- Possess the ability to work collaboratively and independently to achieve stated goal