

**Human Resources Recruitment and Engagement Coordinator**

**Job Description**

At DMU, you'll have the opportunity to make a meaningful impact on the future of Medicine and Health Sciences. The Human Resources Recruitment & Engagement Coordinator is responsible for supporting a diverse community of faculty and staff with programs and services across the employee lifecycle. This role focuses on recruitment and employee engagement. Reporting to the Talent Acquisition Manager (TAM), the HR Recruitment & Engagement Coordinator serves as an integral part of the HR team, regularly collaborating with all members of the HR department. This position will regularly serve as the first point of contact for recruitment of non-exempt staff, temporary staff, graduate assistants, and student employees and interns, including the Mentored Student Research Program (MSRP). This position collects, compiles, and analyzes HR data, metrics, and statistics pertaining to talent acquisition and employee engagement. This role also serves as Chair of the University Engagement Committee and will be responsible for promoting employee engagement through quarterly and yearly events as well as managing the quarterly and yearly Spotlight 360 employee rewards program. Success in this role requires outstanding teamwork, delivering an exceptional employee experience, and a willingness to learn.

**Essential Duties and Responsibilities:**

* Provide general support to the HR Team and serve as the first point of contact for recruitment of non-exempt staff, temporary staff, graduate assistants, and student employees and interns, including the mentored student research program (MSRP). Duties include facilitating all aspects of the recruitment and onboarding process for these employee groups and supporting the TAM in the recruitment of exempt staff and faculty.
* Collect and compile HR metrics and data from a variety of sources including the human resource information system (HRIS), management and employee surveys, exit interviews, employment records, government labor statistics, competitors’ practices, and other sources.
* Analyze data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.
* Ensure compliance with data privacy regulations and best practices.
* Serve as Chair of the University Engagement (UE) Committee, lead monthly committee meetings, take minutes, post minutes to Pulse, recruit new members, act as lead in organizing and enacting quarterly engagement events, Day of Celebration, Cocoa Express, and Holiday Party. Manage selection, recognition, and reward of quarterly and yearly Spotlight 360 recipients. Collaborate with other university committees/departments on engagement events that are inclusive of students.
* Work with TAM to develop the UE Committee fiscal year budget. Monitor and balance budget accounts for the UE Committee events, new hire swag bag items, and office supplies.
* Assemble and distribute materials for DMU milestone program.
* Assist new hires with I-9 completion. Assist in maintaining the filing system for I-9 forms and conduct an annual audit.
* Assist with onboarding all employees, new employee orientation, and new employee programs. Assist with soliciting feedback on such programs.
* Process recognition program spotlights, assemble welcome materials to distribute to new employees, assemble Standardized Patient onboarding folders, Emeriti faculty communication, and maintain the records and the template for “vacation coupon” requests.
* Assist the TAM with managing DMU’s tuition assistance program.
* Support other members of the HR Team in reviewing, monitoring, and developing the annual HR budget; HR strategic goals; and HR projects.
* Participate in and complete all University required training including, but not limited to, discrimination/harassment and code of conduct.
* Serve as an important member of the HR team, collaborating with others, as needed, and performing other job-related duties and special projects, as assigned.

**Education and/or Experience:**

* Bachelor’s degree and a minimum of two years of relevant experience required, or three-five years of related experience, working in human resources, or equivalent combination of education and experience. At least one to three years of experience in related areas such as recruitment, selection, training, event planning, and/or equal opportunity compliance preferred.
* Considerable knowledge of computerized integrated databases, including but not limited to human resources information system (HRIS) and applicant tracking system (ATS) preferred. (Dayforce and PageUp experience a plus).
* Experience in a college or university setting desired.
* Ability to operate effectively in a hybrid work environment.
* SHRM-CP or SHRM-SCP preferred.

**Essential skills:**

* Serves as an ambassador of the Human Resources Department and Des Moines University with a commitment to diversity and inclusion.
* Ability to work with limited supervision, proactively address challenges, and collaborate with team members.
* Outstanding customer service orientation and relationship-building skills.
* Ability to adapt to changes in the work environment, manage competing demands and deal with frequent changes, delays, or unexpected events.
* Attention to detail; demonstrated accuracy and thoroughness, monitoring own work to ensure quality.
* Excellent verbal and written communication skills.
* Strong analytical and problem-solving skills.
* Attention to detail; demonstrated accuracy and thoroughness, monitoring own work to ensure quality.
* Proficient with Microsoft Office Suite or related software.

**Department: Human Resources**

**Salary Range: $26.00 - $28.00/hour**

**Status:  Non-Exempt**