



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Recruitment Associate
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Coordinator and Director of Recruitment

**Position Summary:**

The Recruitment Associate works collaboratively on the Recruitment Team to ensure that all District vacancies are filled with effective, mission-driven employees. Reporting to the Director of Recruitment and/or the Recruitment Coordinator, the Recruitment Associate will support the management of a portfolio of candidate pipelines, work aggressively with local partners to build strong relationships, support Recruitment Team operations and strategy, ensure effective selection practices and processes, and proactively recruit talent to the District. The Recruitment Associate is highly motivated, takes ownership for the success of all projects and goals, models professionalism, builds authentic relationships, and demonstrates an unwavering commitment to the success of all schools and District departments.

**Essential Functions:**

- Supports management of a portfolio of strategic talent pipelines, including certifying partners, local universities, community organizations, and online platforms in order to build sustainable sources for District positions
- Manages day-to-day operations related to candidate screening, scheduling, and communication to ensure that candidates have a seamless experience with the District
- Supports the operations of the Recruitment Team in order to ensure all functions are completed with a high degree of precision, efficiency, and professionalism; this includes assisting the Director and Coordinator with scheduling and other daily administrative tasks
- Provides top-notch customer service to all candidates and hiring managers, effectively communicating and problem-solving
- Proactively builds relationships with partners, candidates, and hiring managers in order to foster effective talent practices and partnerships across the District
- Acts as a liaison and ambassador in all settings, representing the District in front of various stakeholders
- Collaborates with all relevant stakeholders in the implementation of strategic initiatives
- When appropriate, supports fundraising and the creation of partnerships to support the work of recruitment and selection across the District
- Coordinates all aspects of recruitment and selection events and ensures seamless operations at all events in conjunction with Coordinator and Director
- Analyzes data, prepares detailed reports, and makes strategic recommendations based upon research and data
- Creates recruitment and selection materials, project plans, and other relevant deliverables that demonstrate a high degree of professionalism
- Empowers hiring managers and works in service of hiring managers across the District to ensure hiring managers have access to top talent and that hiring managers are able to navigate recruitment and selection processes and systems efficiently



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- Works collaboratively on cross-departmental teams, as necessary, to ensure effective implementation of strategy talent work across the District
- Completes all other duties as assigned

**Knowledge, Skills, and Abilities:**

- Highly efficient and resourceful, with the ability to turn around deliverables, reports, and projects on tight deadlines
- Strong oral and written communication skills that demonstrate a high degree of professionalism, efficiency, and precision
- Exceptional technology skills, including the skills necessary to analyze data, prepare reports, create communication materials, organize web-based events and presentations, coordinate calendars and logistics, etc.
- Able to achieve the functions laid out above with a high degree of autonomy; able to translate vision into action and to prepare high-quality materials and projects without extensive oversight
- Highly visionary, with a belief that all children and adults are capable of greatness
- Able to operationalize strategy with a high level of precision and efficiency in order to achieve ambitious achievement targets
- Self-starter with a high degree of personal ownership for achieving results
- Quick learner who anticipates barriers and plans effectively to navigate challenges
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Strong connector with people from various backgrounds; able to understand others' needs and motivations and to tailor messaging and communication to the needs of individuals
- Effectively collaborative, working across teams at various levels of the organization and with various external partners to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively

**Experience:**

- Demonstrated track record of achieving ambitious results in any setting (required)
- Demonstrated track record of being highly reliable and professional (required)
- One year of school and/or district work experience with a proven track record of results (preferred)
- Experience in at least one of the following talent works stream areas: recruitment, selection, or development (preferred)
- Experience in an urban school setting (preferred)

**Education:**

- Bachelor's Degree (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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