



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Director of Recruitment & Onboarding

Department: Human Resources Reports to title: Chief Human Resources Officer

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 04/29/19

JG-L: SM-4 Regular Daily Work Schedule: 8:00 to 5:00

Pay Type: Weekly\_\_\_\_\_ Monthly X \_\_\_\_\_ Months Per Year: 12 \_\_\_\_\_ Hours Per Week: 40 \_\_\_\_\_

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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### 1. Summary of Position:

Under the direction of the Chief Human Resources Officer, the Director of Recruitment & Onboarding is responsible for the leadership, strategic initiatives, management, and compliance aspects of our recruitment and onboarding programs, policies, procedures and practices. The incumbent is responsible for designing and implementing a recruitment and onboarding strategy that emphasizes the candidate and employee experiences, promotes diversity and inclusion, strengthens the recruiting and onboarding model, supports retention, and promotes the College as an employer of choice.

The Director of Recruitment & Onboarding is an active participant in the College's efforts to support a diverse workforce and to create a respectful, inclusive, and welcoming work environment.

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### 2. Principal Duties and Responsibilities:

#### Strategy Development and Implementation (50%)

- Design and implement a recruitment and onboarding strategy that emphasizes the candidate and employee experiences, promotes diversity and inclusion, strengthens the recruiting and onboarding model, supports retention, and promotes the College as an employer of choice.
- Develop and implement a marketing campaign that communicates a compelling message about what differentiates Amherst as an employer, and capitalizes on best practices and new media tools.
- Facilitate effective recruitment and onboarding strategy discussions with leaders and hiring managers, and help forecast staffing needs.
- Collaborate with key stakeholders across campus, particularly search committees, to develop and deliver effective recruitment and onboarding strategies and services.
- Develop and implement strategic initiatives focused on critical, hard-to-fill and high-volume positions.
- Partner with the Office of Diversity and Inclusion in the development and implementation of recruitment and onboarding initiatives, with emphasis on diversity and inclusion.

#### Program Management and Operations (40%)

- Manage the execution of the full cycle recruitment and onboarding processes.
- Direct the development, implementation and enhancements of day-to-day recruitment and selection procedures, practices and initiatives including, but not limited to, pre-employment and background checks, driver credentialing, physicals, and reference checks.
- Manage the recruitment and onboarding technology platforms and ensure optimization, utilization, enhancements and continuous improvement of the applicant tracking and onboarding tools.
- Develop and implement procedures for job evaluation and oversee the creation and maintenance of our job description database.
- Oversee immigration compliance, including immigration laws and state and federal requirements,

- employer-based sponsorship, and related processes.
- Serve as a consultant and provide training in a variety of subjects, including search committee best practices, fair employment practices, job evaluation, etc., to ensure highly qualified and diverse applicant pools.
  - Partner with the Director of Compensation, Benefits & HRIS to ensure the timely completion of job offers based on market trends, understanding of compensation variables, internal equity, and geographic considerations.
  - Partner with the Director of Organizational Development & Engagement and the Director of Workplace Relations to develop and implement strategies to engage and retain talented staff.
  - Serve as a member of the Personnel Changes Review Committee (PCRC) and ensure compliance with the process and completion of related actions.
  - Develop the framework and conduct/oversee stay and exit interviews.
  - Participate in the development and implementation of employment procedures, policies, and associated practices in accordance with College standards and legal requirements.
  - Design, evaluate, and recommend recruitment and onboarding changes and enhancements based on the needs of the College and regulatory compliance.
  - Keep abreast of and monitor new developments, trends, legislation, and regulations affecting employment.
  - Assist in the development and implementation of workforce and succession planning.

Other Duties (10%)

- Assist in the overall management of the HR Office, providing support and guidance as needed.
- Interact and collaborate with other members of the HR Staff.
- Assist in the development and implementation of other HR initiatives.
- Participate in committees and special projects.
- Perform other duties as assigned.
- All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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3. Internal-External Interaction/Communication:

Regularly communicates with members of search committees, staff, faculty, senior administration, vendors, and other members of the community.

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4. Education: (include certifications and licenses)

Required:

Bachelor's Degree

Preferred:

Bachelor's or Master's Degree in Human Resources or a related field  
PHR or SPHR, SHRM-CP or SHRM-SCP Certification

5. Experience: (List specific skills necessary to perform this job)

Required:

- 5 -10 years of direct experience with recruitment and onboarding
- Strong analytical and problem-solving skills, with the ability to think strategically
- Excellent oral and written communication and interpersonal, customer service, time management, and project management skills
- Proficient in Microsoft Office, and able to learn new software programs
- Experience with HRIS systems, including data input and management
- Supervisory experience
- Knowledge and familiarity with employment laws and regulations
- Prior experience working with and contributing to a diverse workplace.

Preferred:

- Proven success record implementing and managing recruitment and onboarding programs, including the development of talent pipelines and approaches for candidate sourcing.
- Previous experience developing and executing recruiting marketing and branding strategies.

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Office environment. Lifting and carrying up to 10 lbs. Repetitive motion-hands/arms/fingers/wrists.

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7. Decision Making:

The Director of Recruitment & Onboarding uses data and metrics to influence and drive effective decision making and achieve expected results.

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8. Supervision Exercised/Received:

The Director of Recruitment & Onboarding works with a high degree of independence and minimal supervision.

Supervisory Responsibility:      Yes    X                      No    \_\_\_\_\_

Number of Employees Supervised:    1