

Recruiter

Job purpose

The Recruiter is responsible for strengthening the connection between E-board and active PIHRA members. They are the experts on the values of CPP PIHRA. During the year they are responsible for resume screenings for PIHRA members & E-board. In the fall they will be responsible for execution of the interviews for the SHRM Case Competition and during the spring they will work closely with the President on the execution of E-Board recruitment for the following year.

Duties and responsibilities

The Recruiter will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year are accomplished. The Recruiter will be responsible for:

Recruiter

- Utilize campus resources as well as SHRM website to strengthen their recruitment knowledge
- Oversee Career Day, a workshop that CPP PIHRA hosts that goes over resume/interview tips
- Lead scheduling and coordination of interviews for the succeeding E-Board as well as ensuring a smooth transition
- Setting up our members for success by screenings their resumes upon request
- Lead on scheduling and coordination of interviews for the SHRM Case Competition
- Represent the organization in club fairs and recruiting events

CPP PIHRA

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

Qualifications

Applicants must meet the following minimum qualifications in order to be considered for this position:

Education

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

Skills and Abilities

- Works well with a team and is able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Ability to multi-task and be extremely well-organized.

Recruiter

- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

Schedule

- Must attend General Meetings on **Thursdays** from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on **Tuesdays** from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	
Reviewed:	