

Associate International Recruiter

Position Details

Class Code: 4194

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

This position plays a key role in the operational, technical, and strategic functions that drive our aggressive recruitment campaigns. In addition to using multiple technology platforms, they will travel extensively to cultivate relationships with out-of-state institutions of higher education for the purpose of networking, disseminating information, identifying potential teacher candidates, developing student teacher placement partnerships, and sponsoring events that successfully result in new teacher hires districtwide, and new teacher hires attributed directly to the individual's recruitment efforts.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Builds international applicant sources by researching and consulting with foreign exchange sponsors, international higher education institutions, foreign government offices of employment, domestic higher education institutions, employment agencies, recruiters, media, internet sites, etc.
2. Conducts domestic and international strategic marketing and communication outreach that will increase mass visibility such as developing social/print media campaigns, selecting appropriate school-specific marketing materials, and/or modifying materials to match specific audiences.

3. Plans, implements, and attends a variety of recruitment events throughout the nation or internationally as needed.
4. Creates and facilitates engaging multi-media presentations to foreign and domestic audiences.
5. Builds awareness of the opportunities and benefits of teaching in the Clark County School District (CCSD) and living in Las Vegas.
6. Identifies, cultivates, and influences diverse foreign top-talent leaders to apply to and join CCSD.
7. Builds and maintains relationships with community, higher education, and organization leaders both within state and out-of-state, including the U.S. State Department and foreign government entities.
8. Develops and maintains partnerships with international institutions of higher education and foreign exchange sponsors to attract and place student teachers and residency teachers in CCSD.
9. Manage the full lifecycle for international recruitment applicants from open requisition to recommended to hire, including, but not limited to, strategic guidance with regard to minimum qualification requirements for specific jobs, prescreening and re-aligning candidates to their qualifications, and recommending candidates to work locations for potential interviews.
10. Source candidates via various methods such as, foreign exchange sponsors, international higher education institutions, foreign government offices of employment, domestic higher education institutions, employment agencies, recruiters, social media, referrals, networking events, internet sites, etc.
11. Devises strategies to engage prospects and drive interest internationally in applying to CCSD and in moving to the Las Vegas Valley geographic area.
12. Tracks and evaluates the effectiveness of individual strategies, the overall recruitment campaign, and makes adjustments, as needed.
13. Manages and distributes recruiting reports to HR Leadership (Key Performance Indicators from recruitment events, etc.).
14. Analyzes vacancy reports to prioritize CCSD's needs.
15. Plan and organize CCSD career fairs locally, nationally and internationally.
16. Collaborate with the marketing specialist to develop social media content in line with CCSD's marketing strategies.
17. Enact a systemic relationship with their candidates to ensure all candidates are recommended for hire.
18. Serves as CCSD's cultural exchange program liaison.
19. Be prepared to be approached by the media at any recruitment event and respond according to CCSD policies.

20. Screens resumes weekly to review and evaluate the initial criteria or requirements for a particular position, including cover letters, and other application materials to identify potential candidates who are the best fit for further consideration.
 21. Maintain accurate and up-to-date candidate pipeline on recruitment software.
 22. Act as a primary point of contact for candidates throughout the application process, providing timely and professional communication.
 23. Guide candidates through the application process, explaining requirements, and addressing any questions or concerns they may have.
 24. Present shortlisted candidates to hiring managers, outlining their strengths, skills, and experience.
 25. As the initial point of contact, must ensure collaboration with hiring managers and HR personnel to ensure a seamless onboarding hiring process for all candidates to be recommended for hire.
 26. Collaborates and maintains partnerships with local institutions of higher education, trade schools to attract and place support professionals in CCSD.
 27. Provides support for Alternative Routes to Licensure (ARL) inquiries.
 28. Address candidate inquiries or concerns promptly and professionally, maintaining a positive candidate experience.
 29. Tracks and evaluates the effectiveness of individual strategies, the overall recruitment campaign, and makes adjustments, as needed.
 30. Communicates (verbally and in writing) with various audiences from diverse backgrounds in engaging and inspiring ways.
 31. Collects and analyzes data to make timely decisions, prioritize actions, and prepare reports.
 32. Communicates effectively on the legalities and requirements of foreign visa programs, such as J-1, H-1b, etc.
 33. Assists with the implementation of CCSD's Recruitment Plan.
 34. Determines applicant requirements by studying job descriptions and job qualifications.
 35. Communicates virtually with team members.
 36. Arrange for and travel to foreign countries identified for recruitment.
 37. Conforms to safety standards, as prescribed.
 38. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves travel, outreach, and communication with diverse constituents, including domestic/foreign higher-education leaders, domestic/foreign government officials, and foreign exchange sponsors.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of requirements to secure a teaching license in Nevada as defined by the Nevada Department of Education.
2. Knowledge of foreign exchange processes, including visa processes such as J-1, H1-b, etc.
3. Knowledge of CCSD structures, schools, and communities.
4. Knowledge of opportunities available in CCSD and the Las Vegas community.
5. Ability to exert the leadership and initiative necessary to ensure principals have a high-quality; diverse pool of teacher applicants.
6. Ability to exercise a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
7. Ability to multitask and maintain focus and discipline.
8. Ability to problem solve and facilitate groups.
9. Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines.
10. Ability to communicate (verbal and in writing) effectively with individuals of varied cultural, social, and educational backgrounds.
11. Ability to prioritize, organize, coordinate, and implement a variety of recruitment activities, projects, and events.
12. Ability to keep and maintain accurate records.
13. Ability to collaborate and establish partnerships with the business community, institutions of higher education, and community organizations.
14. Ability to travel frequently, approximately 3 weeks each year.
15. Outgoing and self-motivated with a strong desire to excel.
16. Proficient computer literacy and skills along with in depth knowledge of data mining and internet research.
17. Knowledge of applicant tracking systems and/or HR information systems.
18. Possess excellent interpersonal, negotiation, and communication skills.
19. Knowledge of international, state, and federal employment laws.
20. Knowledge of international HR practices and labor legislation.
21. Knowledge of full-cycle recruitment processes.

22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Bachelor's degree from an accredited college or university; or,
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in personnel, public, or business administration, or graduate courses in these or other directly related fields; or,
Three (3) years successful experience working for a university/college, Human Resources, and/or a recruiting firm, and, one (1) year of increasingly responsible experience in a leadership role within a community organization.
3. Two (2) years of experience as a recruiter or similar role (preferably in an international organization).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of the application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Master's degree in Human Resources, Business, Communication, or related fields.
 2. Professional in Human Resources certification or Society for Human Resource Management certification.
 3. Fluency in other languages.
 4. Experience as an international recruiter.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcripts from an accredited college or university, if applicable.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, schools, and department offices; travel to various communities and institutions of higher education.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office setting and various national and international geographic regions, with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, programs, printers, modems, telephones, fax machines, copiers, and all other standard office equipment.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- 06/14/23