

Duke University School of Nursing

Job Description

HR Title: HR Representative

Working Title: SON HR Recruiter

Job Code: 1359

Job Level: 12

Updated 7/11/22

General Purpose

Manages and conducts complex activities related to the School's staff recruitment and hiring process.

This position is responsible for human resources recruitment, hiring and onboarding staff.

Supervisor

This position reports to the Assistant Dean, Finance and HR.

Essential Duties

1. Manage recruitment and the interview process of applicants for School of Nursing staff positions. Maintain current listing of job descriptions from hiring managers.
2. Oversee hiring and recruitment process. Manage success factors.
 - a. Assist the hiring manager with posting vacant staff position to the Duke HR website.
 - b. Notify DUSON staff of vacant positions.
 - c. Proactively assist in recruiting high-quality candidates in coordination with central university HR resources.
 - d. Ensure requests are processed to completion in a timely, customer-focused manner.
 - e. Ensures University policies and all applicable laws are followed.
 - f. Post vacant positions to job boards outside of Duke to create a more diverse pool of candidates.
 - g. Create strategies for recruitment efforts for diverse pool of candidates (i.e., brochures, job fairs, ads, etc.).
3. Communicate with staff candidates and coordinates all aspects of the hiring process, including scheduling interviews with the interview team to ensure a diverse group of participants in the interview process.
4. Develop/implement candidate rating form and process; consolidates interviewers' feedback.
5. Manage hire process and obtain necessary forms from all faculty, staff and students.
6. Complete the new hire process for all employees, as it relates to relevant paperwork for payroll and other human resources information, processing the salary offer, including a "General SON orientation plan" that is coordinated with the Business office, IT, Building coordinators, Communications and the managing supervisor or Dean. Coordinate orientation of new faculty, staff, and student workers, including development of welcome packet, departmental orientation, and scheduling of Duke Orientation.
7. Coordinate drug testing and background certifications required for compliance and site requirements.
8. Determine if any work authorization issues and follow appropriate visa procedures if applicable. Determine appropriate visa status and advise faculty and staff as to alternatives. Obtain all required documents from applicant; prepare internal forms, and coordinate completion of

online web forms via Duke International office secure website. Communicate effective dates and funding to Office of Global Health. Ensure any changes in employees (with visas) work status are coordinated and approved by the International Office. Provide Duke Visa Services with all necessary paperwork.

9. Coordinate with the hiring manager to assist with new employee orientation.
10. Assist hiring manager to determine a new staff mentor/cultural guide and schedule three-month check in meeting for new staff. Manage the cultural guide program.
11. Manage follow up and notifications of employees of training requirements to ensure compliance with deadlines.
12. Control and maintain files of records, reports and correspondence required for reference and efficient operation of the School of Nursing Business office
13. Manage standing diverse interview committee.
 - a. Establish an ongoing interview staff committee.
 - b. Ensure all hiring managers have a diverse interview team.
 - c. Ensure all interviewers participate in implicit bias training.
 - d. Manage the committee members and the rotation of all members to ensure 5-7 members at a given time.
14. Attend job fairs to create a potential pipeline of staff. Manage Handshake and other types of position posting accounts.
15. Assist HR with scheduling exit interviews when necessary with departing employees. Communicate terminations to Building Coordinator and CiTDL. Provide employee's supervisor with termination checklist and ensure properly completed along with obtaining all items returned (i.e. keys, badge).
16. Serve as back-up to Assistant Director of HR and payroll manager.
17. Perform other duties as assigned.

Requirements

Education:

Work requires organizational, analytical and communication skills generally acquired through the completion of a bachelor's degree program.

Experience:

Work requires two years of business, administrative and/or supervisory experience with exposure to supervisory or human resource policies and practices related to employee relations.

A master's degree in a related field may be substituted for 2 years of experience.