

Assistant Recruiting Manager Job Description

Description:

The Assistant Hiring Manager assists the Hiring Manager with many of the aspects of the recruiting, interviewing and hiring of new callers.

Working Hours & Wages:

The Assistant Recruiting Manager should be able to work 13 hours per week. Of these hours, 7 should be worked at the same time as the Hiring Manager, with at least 3 total shifts per week, at least 1 during the day as well as 1 at night (5 p.m.-9 p.m.). The Assistant Recruiting Manager pay rate will start at \$7.44 per hour.

Responsibilities:

- Professionally represent Western Michigan University
- Schedule all personal interviews at Recruiting Managers request
- Complete and process all paperwork of new hires: SO16 and W-4 forms
- Make folders for new callers, update employee file drawer, update employee computer files
- Post flyers
- Keep applications full outside of the door of the Phonathon room
- Ensure inventory of all HR forms needed for new callers
- Attend weekly meeting with Recruiting Manager
- Update termination files, termination file drawer, and employee files on the computer
- Respond to website applications
- Respond to voicemails
- Enter new callers into payroll
- Other duties assigned by Recruiting Manager or Annual Fund Staff

Qualifications:

Must be a Western Michigan University student. Must have at least one semester of experience with Annual Fund calling or at Telemarketing Coordinator's discretion. Persistence, enthusiasm, good communication skills, and organization skills are a must. The Assistant Recruiting Manager does not need to have a set of keys.