

Jr. Recruitment Analyst

Job Description:

The Jr. Recruitment Analyst's primary role on the Recruitment Team is data analysis and strategic research as it relates to finding strong candidates for our open VSC positions from across the country. The Jr. Recruitment Analyst also plays a supporting role in related projects. This is a part time position of approximately 10 hours per week.

Key Responsibilities:

- Work efficiently with team to complete assignments.
- Post open VSC team positions to community colleges, universities, and other locations across the country.
- Analyze applicants to identify best fit candidates for various open VSC positions.
- Support team with candidate interviewing preparations.
- Use strategic analysis to identify untapped candidate pools.
- Data/Spreadsheet analysis and clean up.
- Various administrative tasks in support of corporate needs and goals.

Required Qualifications:

- Strong proficiency with basic productivity tools and software, e.g. MS Word, Excel.
- Strong organizational, analytical, quantitative, logic and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Previous experience, knowledge, or education in Human Resources, Communication or Psychology areas.
- Ability to stay organized and follow through with project deadlines.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Nice to Have:

- Completion, or in pursue, of a degree in Human Resources, Communications, Psychology, or a field related to Recruitment / Customer Service area of study.
- Strong creative problem solving skills
- Strong knowledge of Google Platform (Google Sheets, Docs, Calendar, etc.)

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