

JOB TITLE: STAFFING SPECIALIST

Summer Discovery and Summer Institute for the Gifted (SIG) change students' lives. We are the world's most popular pre-college academic, enrichment, and gifted programs for students aged 5 – 17. We partner with world-class universities including UCLA, University of Michigan, University of Pennsylvania, Wharton, and Cambridge to run programs where students learn, have fun, and thrive. We are passionate about what we do, the impact we have, and the Summer Discovery and SIG teams who make it all happen.

What's the job?

The Staffing Specialist will be responsible for recruiting, interviewing, and hiring seasonal summer staff. The role is accountable for leading full cycle recruitment for a broad portfolio of instructors, teacher assistants, campus nurses and support residential staff recruitment efforts. Your goal will be to make candidate excited about working for our company over the summer. This position reports to Director of Summer Recruitment.

Summer Discovery is a growing company with a seasonal business, so flexibility and the ability to pivot will be important. You'll work hard, occasionally in the evenings, and during the summer, you will spend time on campus and will work to run the program. Our office is in Roslyn, NY but we are open to a remote employee.

Experience is important. We're looking for someone with a demonstrated track record of providing exemplary customer service, conflict resolution, surprising and delighting clients, and working with clients who expect a very high level of service.

Responsibilities

- Review existing recruitment and hiring procedures for instructors and summer seasonal employees to implement recruitment and hiring plan designed to achieve company goals.
- Track, measure and prepare reports on recruitment activity & results weekly for Academic team.
- Create, update, disseminate, and organize interview tools, job descriptions, and other recruitment-related materials.
- Contact potential candidates using multiple approaches including cold and warm calling, email, social media and networking.
- Continuously research and initiate new approaches to contacting potential candidates and converting them to applicants and hires
- Create and implement university outreach program designed to attract qualified candidates and create relationships with key university departments, student organizations, and other stakeholders.
- Represent Summer Discovery/SIG at recruiting events, job fairs, conferences, career service meetings, etc.

- Meet weekly with Director of Summer Recruitment and staffing team for updates on hiring goals based on forecasted student enrollment.
- Review applications and conduct interviews with qualified prospects based on position profiles.
- Act as liaison during hiring process between candidate and Academic team.
- Shares qualified applicants with Academic team for final hiring approval.
- Collect and review reference forms as well as conduct DMV and background checks.
- Offer positions based on program needs, prepare and email staff contracts, and collect required staffing forms and support in payroll process.
- Coordinate staff transportation with company travel agent and manage related travel budgets, if applicable.
- Contribute to and support staff retention initiatives designed to build Summer Discovery & SIG full-time and summer teams.
- Maintain applicant and hired staff confidentiality.
- Support staff training and development initiatives throughout the year.
- Oversee instructor review and survey process, post summer.
- Perform other tasks as directed by the Director of Student Recruitment and Head of Academics as assigned.

Core Competencies

- Serve as a positive role model for fellow employees and provide leadership as a representative of Summer Discovery
- Demonstrate dependability and task commitment
- Act in a professional manner and always present a positive image of Summer Discovery
- Strong creative thinking, planning, and organizational and interpersonal skills
- Flexible and willing to work collegially with others
- Willingness and ability to travel and be on campus during the summer for 2-5 weeks, as needed.
- Ability to deal with uncertainty and adapt to situations and maintain composure during busy and stressful times
- Ability to problem solve
- Be on call 24/7 while summer programs are in operation for any staff replacements needs.

Qualifications

- Minimum Bachelor's degree
- Minimum 3 years of recruitment or staffing
- Experience with Microsoft technologies (Outlook, Office 365)
- Salesforce experience highly desired
- Superior English, written and verbal communication skills