

**RECRUITING SPECIALIST  
JOB DESCRIPTION**  
Department of Human Resources  
Pokagon Band of Potawatomi Indians

**Job Summary**

Recruits, screens, and interviews applicants to fill new and existing Tribal government job openings including internships, youth and elder employment vacancies.

**Principal Duties**

Attend and make public presentations at job fairs sponsored by schools, universities, colleges, placement offices, and various employment agencies to recruit and attain qualified applicants for employment with the Pokagon Tribe.

Develop, plan and coordinate job fairs within the organization to attract and attain qualified applicants.

Utilize internet online recruiting sources to identify and recruit candidates.

Work with our Department of Education to actively recruit college students for employment with our organization.

Develop and maintain professional relationships with schools, universities, colleges, employment and placement offices as a source to generate qualified applicants.

Advertise for applicants through the Pokagon Tribe's posting process, Web Page, various newspapers, tribal offices, team member referral program, identified professional magazines, radio, television and various advertising sources.

Maintain a database program to identify qualified applicants for current openings and will correspond with job applicants to notify them of employment opportunities.

Recruiters will analyze the information provided on a resume or an application form and conduct an initial interview to determine the suitability of the applicant for employment.

Review applications and resumes matching experience with specific job related requirements, conduct screens, and refer qualified applicants to the appropriate hiring manager for interviewing following established procedures.

Confer with management and supervisors to identify current and projected staffing needs and will assist in developing recruitment strategies to achieve required staffing levels.

Researches, analyzes, and prepares hiring statistics for Key Performance Measures.

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**Principal Duties Cont'**

Work with external recruiters and employment agencies to identify and recruit candidates as needed.

Develop database of potential applicants who seek Native Americans for recruitment in various occupational interests.

Maintains a referral system with Tribal enterprises for all job openings.

Assist with budget development for expenses associated with job fairs, recruiting services (Monster, Career Builder, etc.) and various other employment functions.

Maintain spending limits within approved budget.

Perform all other job related duties as assigned by supervisor.

**Minimum Requirements**

Bachelor degree required in HR management, business or related field or equivalent work experience required.

Minimum of three years recruiting experience required, college recruiting experience desirable, strong knowledge of employment law required.

Must have excellent interpersonal and written skills required and have the ability to establish and maintain effective work relationships with all levels of staff within a work environment and the general public.

Must have the ability to maintain a positive and respectful attitude.

Must have working knowledge of Microsoft Word, Excel and using database and word processing software.

Must be proficient in the usage of the Internet.

Interviewing and public speaking skills a must.

Must have knowledge of Pokagon Tribe organizational history.

Must be able to perform duties without direct supervision.

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**Minimum Requirements Cont'**

Must have a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must be willing to submit to and pass alcohol/drug screening and background check.

Out-of-town travel will be required and may be required to work evenings and weekends.

Must maintain confidentiality.

**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports to**

The Recruiting Specialist reports directly to the Director of Human Resources.

**Starting Wage Rate PB- 9 (Exempt)**

Commensurate with education and experience.