



## CAREER OPPORTUNITY

### DSS Recruiting Coordinator Human Resource Center (HRC) Jefferson City, Missouri

Join our team in developing and driving the department's workforce development program by serving as the Department of Social Services (DSS) Recruiting Coordinator. This position will allow you to strategize and guide departmental recruitment efforts in order to develop a workforce capable of achieving the department's mission to lead the nation in building the capacity of individuals, families, and communities to secure and sustain healthy, safe, and productive lives.

The Recruiting Coordinator will develop recruitment strategies to achieve required staffing levels, working in conjunction with managers and leadership to develop specific recruiting plans to ensure the department's staffing needs are met. This position will develop advertising/marketing programs on DSS operations and job opportunities; identify potential candidates using various resources; generate new/creative sourcing ideas through research of trends and developments; monitor the applicant onboarding experience through prompt follow up and communication; maintain records on recruiting activities; and research, analyze, prepare and present hiring and turnover statistics. Frequent statewide travel is required for this position.

**QUALIFICATIONS:** The ideal candidate for this position will have a bachelor's degree in Human Resources/Business/Marketing or a related field, and two years of recruiting, marketing, staffing or sales experience. This position requires excellent interpersonal, and communication skills; proficiency in social media technologies; the ability to work independently in a high-paced work environment with constantly changing deadlines and priorities; and, proficiency to develop metrics and analyze data regarding sourcing and recruitment.

**SALARY AND BENEFITS:** The salary range is \$35,000 to \$50,000 commensurate with experience. We offer an excellent benefits package including coverage under the Missouri State Employees Retirement System, Missouri Consolidated Health Care Plan, deferred compensation plan, sick leave, annual leave and insurance benefits.

**TO APPLY:** On or before **December 5, 2018**, submit a cover letter, resume, [DSS Application](#) for Employment to:

Department of Social Services/Human Resource Center  
ATTN: Sylvia Talley  
PO Box 1527, Jefferson City MO 65102-1527  
Or Email: [Sylvia.D.Talley@dss.mo.gov](mailto:Sylvia.D.Talley@dss.mo.gov)

For additional information about DSS, visit our website at <http://www.dss.mo.gov/>. For additional information about Jefferson City, Missouri, visit <http://www.dss.mo.gov/hrc/jobs/mopromo.pdf>.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**