



Agency Recruiter - Central Office

 Lincoln Job Posting

 Full time

 Posted 3 Days Ago

 JR2024-00003616

The work we do matters!

Hiring Agency:

Correctional Services - Agency 46

Location:

Lincoln Job Posting

Hiring Rate:

\$21.67

Classification Salary Range:

\$20.64 - \$32.33

Job Posting:

JR2024-00003616 Agency Recruiter - Central Office (Open)

Applications No Longer Accepted On (If no date is displayed, job is posted as open until closed):
03-01-2024

Job Description:

The Nebraska Department of Correctional Services (NDCS) is seeking a professional, self-motivated recruiter to promote the Department's diverse career opportunities in our nine facilities and various program offices across the state. Hiring rate \$21.672-\$32.325/hour based upon experience. Pay rate may be commensurate with education and/or experience within fiscal constraints, if approved. For additional information call 402-471-2654 or visit www.corrections.nebraska.gov. For Americans with Disabilities Act (ADA) accommodations, please call 402-479-5812.

DUTIES:

Identify, develop, and implement recruitment strategies to include:

- sourcing applicants through internet searches, talent pool databases, social media, cold call outreach
- target military and diversity resources in support of the agency's equal opportunity and inclusion objectives,
- attend career fairs and give presentations, in person and virtual, to increase awareness of the agency's career opportunities,
- network through industry-related contacts, associations, and employees.

Oversee the NDCS Internship Program.

Survey applicants and new employees in regard to referrals, as well as document and report the effectiveness of recruiting efforts.

May include some evening and weekend events. Travel required.

REQUIREMENTS: Two years of coursework or training in personnel management, business administration, public administration or office/administrative or three years of related experience.

PREFERRED: Bachelors degree in Human Resources, marketing, or related field. Experience and/or education pertaining to recruiting, advertising or marketing. Experience in college recruiting, professional networking, and/or community involvement. Experience interpreting state and federal employment laws.

OTHER: Must have a valid driver's license. Applicants accepting a job offer must pass the following pre-employment exams in this order: medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program.

Knowledge, skills and abilities:

Excellent communication skills in person, by telephone, email or other correspondence, including public speaking. Ability to maintain composure and interact with others under stressful situations. Skilled in prioritizing and time management.

Benefits

We offer a comprehensive package of pay, benefits, paid time off, retirement and professional development opportunities to help you get the most out of your career and life. Your paycheck is just part of your total compensation.

Check out all that the State of Nebraska has to offer! For more information on benefits currently offered to permanent teammates, please visit: <https://statejobs.nebraska.gov/index.html#benefits>

Equal Opportunity Statement

The State of Nebraska values our teammates as well as a supportive environment that strives to promote diversity, inclusion, and belonging. We recruit, hire, train, and promote in all job classifications and at all levels without regard to race, color, religion, sex, age, national origin, disability, marital status or genetics.