College and Outreach Recruiter

Please apply at Statejobs.nebraska.gov. Applications accepted through 5/26/24.

**Location:**

**Omaha, Lincoln, Kearney**

At the Nebraska Department of Health and Human Services (DHHS), our mission is clear: helping people live better lives. We are dedicated to serving the residents of Nebraska by providing essential services that promote well-being and improve quality of life. Join our team and be part of an organization committed to making a positive impact on our communities every day.

We are seeking a passionate and dynamic College and Outreach Recruiter to join our Talent Acquisition team. In this position, you will play a vital role in recruiting top talent and promoting DHHS across the state. As our College and Outreach Recruiter, you will spearhead outreach efforts to colleges, universities, community, and veteran organizations, while also directly overseeing our internship program and recruitment initiatives.

 **Job Duties:**

- Develop and implement strategic outreach plans to colleges, universities, community, and veteran organizations to attract a diverse pool of candidates.

- Coordinate and attend outreach events, including registering, tracking, and attending recruitment activities statewide; events include career fairs, information sessions, and networking events to promote our mission and employment opportunities.

- Collaborate with internal stakeholders to develop internship opportunities and manage the DHHS internship program.

- Conduct informational sessions and presentations to educate students and community members about DHHS programs and career pathways.

- Assist with recruitment efforts, including sourcing candidates, screening resumes, and conducting interviews as needed.

- Maintain accurate records of outreach activities, recruitment events, and candidate interactions.

- Stay informed about industry trends, best practices, and emerging recruitment strategies to enhance DHHS's recruitment efforts.

**Requirements / Qualifications**

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

**Preferred Qualifications:**

- Previous experience in recruitment, outreach, or college relations preferred.

- Self-starter with ability to speak with and direct projects with teammates and those at all levels.

- Excellent communication and interpersonal skills.

- Strong organizational skills

- Ability to travel to colleges, universities, and community events as needed.

 **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