



Recruitment Specialist - Central Office HR

Apply



Lincoln Job Posting

Full time

Posted 2 Days Ago

JR2024-00007138

The work we do matters!

Hiring Agency:

Correctional Services - Agency 46

Location:

Lincoln Job Posting

Hiring Rate:

\$20.613

Classification Salary Range:

\$19.63 - \$28.94

Job Posting:

JR2024-00007138 Recruitment Specialist - Central Office HR (Open)

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

06-13-2024

Job Description:

Do you have experience with social media design for the purpose of marketing, branding, and/or recruiting? Here's how your creativity and organizational skills will benefit you:

- 13 paid holidays
- Vacation and sick leave (24 days your first year, accruing immediately)
- Military leave
- 156% state-matched retirement
- Tuition reimbursement

- Employee assistance program
- 79% employer paid health insurance plans
- Dental and vision insurance plans
- Employer-paid \$20,000 life insurance policy
- Public Service Loan Forgiveness Program (PSLF) eligible through the Federal government
- Wide variety and availability of career advancement
- Meaningful public service -- service with a purpose!
- Numerous training and development opportunities

For information about the Nebraska Department of Correctional Services (NDCS), visit www.corrections.nebraska.gov. For Americans with Disabilities Act (ADA) accommodations, contact Megan Jones at megan.jones@nebraska.gov.

DUTIES:

Under limited supervision, manages employment branding to promote NDCS, including development or design of job advertising (e.g. social media, print, electronic, digital) and recruitment informational brochures, as well as ensuring contract/procurement requirements are met. Team leader for the agency photo ID program. Agency contact for timely processing of healthcare and service contractor security background checks. Assists HR managers in researching and drafting reports. Trains and supervises inmate clerks.

Requirements / Qualifications

Minimum qualifications: Associate degree in public or business administration, accounting, or any discipline related to the work assigned. One year of experience in administrative, business management or technical support work including collecting and interpreting statistical, financial, program, or administrative data; or interpreting laws, rules, regulations, and processes. Experience may substitute for education on a year-for-year basis.

Preferred qualifications: Experience with social media design for the purpose of marketing, branding and/or recruiting. Associates degree, or higher, in business administration, office management, or related field. At least two years experience in office administration, preparing spreadsheets, and/or planning and organizing projects/information. Extensive, diverse experience using Word, Excel, Outlook, Publisher, PowerPoint, Adobe Creative Cloud to include illustrator, or other design applications.

Other: Must have a valid driver's license. Transcripts required prior to appointment. Applicants accepting a job offer must pass the following pre-employment exams in the 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 Nebraska Corrections Training Program.

Knowledge, skills and abilities

Strong interpersonal skills, and effectively communicate across all levels of the agency to organize and present material effectively, concisely and accurately. Must maintain confidentiality. Self-starter, highly organized, detail oriented. Takes initiative. Ability to problem solve; be a solution finder. Demonstrated experience in electronic/print advertising. Ability to work under pressure. Ability to independently prioritize work, organize time, and meet deadlines for multiple projects/tasks.

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.

Current employees of the State of Nebraska should NOT apply on this external career. Instead go to Workday and access the Jobs Hub - Internal Apply app from your home landing page.

Instructions for Applying



Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Make sure your application is complete. Incomplete applications are rejected.

[Read More](#) ▾

Follow Us



© 2024 Workday, Inc. All rights reserved.