

Job Title

Human Resources Manager, Centralized Student Employment, UConn Recreation

Basic Function

Under the general supervision of the Senior Associate Director, the Human Resources Manager assists with the recruitment and retention of the student personnel for all units under UConn Recreation. Implements departmental policy, procedure, recruitment, and training plans. On-going assessment in the execution of duties and recruitment processes. Evening work may be required to meet job demands.

Duties and Responsibilities

1. Provide support to UConn Rec units regarding student recruitment, hiring, eligibility status, training, and tracking of certifications
2. Organize the Fall/Spring Recruitment efforts, including the training of the Hiring Team, review of job applications, set up interviews and work with UConn Rec Professional Staff to assess their needs and availability for interviews
3. Collect and maintain student applications for departmental positions; communicate with applicants regarding application status
4. Assist with the development and administration of onboarding for all new student employees
5. Coordinate all online training modules for student staff training
6. Create and update student online training modules for all units on Husky CT
7. Maintain informational database on all student employees and provide timely and accurate reports when requested
8. Assist the Business Coordinator with processing new employee paperwork
9. Coordinate annual student performance appraisals
10. Assist with the distribution of staff uniforms and maintain inventory
11. Coordinate and report on the year-end assessment of student employees
12. Assist with the organization of end of year staff appreciation celebration
13. Additional duties as requested by supervisor or departmental leadership

Minimum Qualifications

1. Bachelor's degree
2. Excellent interpersonal, organizational, written, and verbal communication skills
3. Ability to work successfully independently and with a team

Position Specifications

This is a 6-month (possibly 1-year), 35-40 hours per week position with a salary of \$25 per hour. The position does not carry benefits.

Application Procedure

Candidates must submit resume to: jennifer.brodie@uconn.edu. Screening of applicants will begin immediately.

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