



JOB DESCRIPTION:	HR Specialist/Recruiter		
DIVISION/DEPARTMENT:	Human Resources – Recruitment & Hiring		
REPORT TO:	Executive Director – Employee Services & Programs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	EXEMPT
CUPA CLASSIFICATION:	#602090	DATE APPROVED:	02-SEP-2020
POSITION NUMBER:		DATE MODIFIED:	08-JUN-2026

SUMMARY: Performs a variety of professional human resources functions in support of recruitment, onboarding, employee administration, compliance, credentialing, records management, and HR operational processes for Western New Mexico University. Supports recruitment and hiring activities for faculty, staff, temporary, and student positions while assisting with onboarding coordination, employee services, HR systems administration, records compliance, and departmental operations. Functional assignments may vary based on departmental operational needs.

DUTIES:

1. Coordinates and supports recruitment and hiring activities for faculty, staff, temporary, and student positions, including requisition processing, position postings, applicant tracking, candidate communications, and search committee support.
2. Reviews applications and supporting documentation to verify minimum qualifications and assists applicants, hiring supervisors, and search committees throughout the recruitment and hiring process.
3. Coordinates onboarding activities for new employees, including employment documentation, background requirements, onboarding schedules, and related hiring processes.
4. Coordinates and participates in career fairs, community outreach activities, and recruitment initiatives that promote employment opportunities and support university hiring efforts.
5. Coordinates student employment hiring and processing activities in collaboration with Financial Aid and other campus departments.
6. Assists with employee credentialing, transcript review, and Higher Learning Commission (HLC) compliance processes, including maintenance of supporting documentation and related records.
7. Maintains and audits employee records and electronic filing systems to support compliance with federal, state, institutional, accreditation, IPRA, and records retention requirements.
8. Supports administration and maintenance of HR-related systems (PeopleAdmin), forms, webpages, and operational platforms utilized by the department.
9. Provides administrative and operational support to the department. Assists with the development and maintenance of departmental procedures, training materials, reporting needs, and other operational initiatives that support departmental effectiveness and compliance.
10. Processes recruitment-related travel and procurement transactions.
11. May coordinate and support employment-related immigration and international hiring processes for eligible positions.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate degree in Business Administration or a related field and two (2) years of related experience; OR High School Diploma/GED and four (4) years of related experience required. Human Resources experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of administrative and operational practices related to human resources,

recruitment, onboarding, employee services, and records management. Ability to maintain confidentiality and manage sensitive information with discretion. Strong organizational skills with the ability to manage multiple priorities, deadlines, and detailed processes. Ability to communicate effectively with a diverse population of employees, applicants, students, and community members. Demonstrated proficiency in Microsoft Office applications and the ability to learn and utilize HR-related systems and technology platforms. Knowledge of university policies, accreditation requirements, records retention practices, and regulatory compliance preferred.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months of hire. (If applicable to the role)
 - c. Professional Certification: Ability to obtain Certified Human Resources Professional (CHRP) certification through the NM EDGE program within one year of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)