



## POSITION OPEN

**DATE:** 9/26/2023  
**DEPARTMENT:** Human Resources  
**POSITION:** Recruitment Assistant  
**DIRECTOR:** Sharon Keane  
**PHONE:** 773-273-4192

### SUMMARY

The Misericordia Recruitment Team is looking to hire a ***Recruitment Assistant*** to aid in applicant and candidate communication by assisting with scheduling, organization, reporting and more. This is a great opportunity for an individual who is interested in developing a career in Recruitment and or Human Resources. This individual will have the opportunity to have exposure to multiple facets of the Recruitment process as it relates to Human Resources.

### RESPONSIBILITIES

- Perform day-to-day Recruitment administrative tasks
- Contact screened and vetted applicants for interviews
- Send out Interview Confirmation emails to applicants
- Manage Interview related appointments on Outlook
- Greet applicants/candidates as needed and prepare them for interview
- Maintain and organize Interview schedule
- Oversee follow-up communication with applicants
- Assist in outreach efforts and campus outreach
- Document accurate information as it pertains to interview(s)
- Reporting and data analytics regarding recruitment trends
- Adheres to scheduled hours in current position

### QUALIFICATIONS

- High School Diploma required
- Must have strong Microsoft Excel & computer skills
- Working knowledge of Microsoft Office/Outlook
- Strong working knowledge of Misericordia Home, mission and values
- Knowledge of administrative procedures
- High attention to detail
- Strong time management and organizational skills

***PLEASE SUBMIT (EMAIL) LETTER OF INTENT TO RECRUITER, CICLEY MOSLEY***

***cicleym@misericordia.com BY 10/6/23***

**ALL CANDIDATES WHO ARE IN GOOD STANDING AND MEET QUALIFICATIONS WILL BE CONTACTED.**

*Misericordia is an Equal Opportunity Employer (EOE) according to Title 44, Ill. Administrative Code, and Subpart C Section 750.150*