

Recruitment Specialist

Salary Range: Step 1: \$110,203 per year.

Salary credit may be awarded for applicable experience.

Application Deadline: June 1, 2025

To view the full job description, and to apply, [click here](#).



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Position Purpose:

This position is responsible for implementing a comprehensive recruitment program to meet current and future staffing needs while promoting diversity, equity, and inclusion within the workforce. Key responsibilities include identifying and attracting qualified teachers, staff, and administrators through strategic recruitment efforts, outreach initiatives, and partnerships with higher education institutions, local organizations, and business partners. Under general supervision, the Recruitment Administrator uses data-driven decision-making to monitor progress toward hiring goals, adjusts recruitment strategies as needed, and ensures compliance with district policies and employment laws. Strong skills in sourcing and building trusting relationships with candidates are essential.

Knowledge, Skills, and Abilities:

- Bachelor's Degree in education, human resources, business administration, psychology or other related fields of study required. Master's Degree preferred.
- PHR/SPHR or SHRM-CP certification preferred.
- Minimum of two to five years of proven experience as a recruiter for multiple positions and hard to fill jobs in various industries including education, operations, medical, government, or technical, some of which has been in a large organization required.
- Skilled use of traditional and non-traditional as well as passive and active recruitment strategies. Experience utilizing social media, websites, and mass media to assist with the development of branding and marketing for vacancies.
- Knowledge of the Nebraska Department of Education requirements for securing a teaching license in Nebraska preferred.
- Knowledge of District structures, schools, and communities preferred.
- Knowledge of opportunities available in the District and Omaha community.
- Knowledge of local, state, and federal laws, rules, and regulations related to the recruitment and selection of employees. Knowledge of human resources practices, employment and labor laws required.
- Familiarity with Applicant Tracking Systems (ATS's), Human Resource Information Systems (ERP's), resume databases, and professional networks.
- Effective oral, written, and interpersonal communication skills with the ability to establish credibility, build trust, and develop positive relationships with team members, candidates, business/higher education partners, leadership, and other professionals.
- A creative mindset to develop engaging content for graphics, print materials, presentations, website pages, advertisements, and internal announcements.

- Experience with event planning, networking and relationship building required.
- Detail-oriented with the ability to collect, interpret, and summarize quantitative and qualitative data to provide regular reports to the leadership team.
- Ability to organize and prioritize multiple projects in a dynamic and complex environment to meet deadlines and successfully manage the daily workload.
- Exhibits excellent work ethic, professionalism, cultural sensitivity, discretion, judgement, and confidentiality.
- Demonstrated ability to effectively collaborate with people from a wide range of diverse backgrounds including ethnic, age, gender, educational, and socioeconomic groups.
- Demonstrated advanced knowledge of Microsoft Teams, Word, PowerPoint, and Excel; knowledge of all Microsoft Office products strongly preferred. In depth knowledge of data mining and internet research required.
- Follows the standards of professional dress and appearance.
- Outgoing and self-motivated with a strong desire to excel at meeting the goals for District success and student achievement.

Essential Performance Responsibilities:

- Implements successful recruitment strategies to attract qualified teachers and staff for all positions in the Omaha Public Schools. Devises strategies to engage prospects and drive interest in applying to the District and moving to the Omaha area. Assists in implementing the District's Recruitment Plan.
- Plans, organizes, and attends a variety of recruitment events in identified local, Midwest, and occasionally nationwide locations.
- Builds applicant sources by researching and contacting higher education institutions, community services, employment agencies, media, internet sites, and internal referrals. Builds awareness, disseminates information, and promotes the opportunities and benefits of teaching and working in the District.
- Maintains current job postings and district information on external platforms including local, regional, and national websites and applications.
- Develops strategic marketing and communication outreach protocols to engage active and passive job candidates, increase mass visibility, and communicate the employment brand. Responds to candidate inquiries in a timely manner with positive and engaging content.
- Develops social/print media, selects appropriate school-specific marketing materials, and/or modifies materials to match specific audiences. Maintains an organized inventory of all recruitment materials. Submits requests for additional materials as needed.
- Provides clear, best practices training, instructions, assignments, and/or directions to recruiters and assistants as needed to assist with events and initiatives.
- Develops/Uses data tracking systems to capture and evaluate the effectiveness of individual strategies and the overall recruitment campaign; recommends adjustments as needed.
- Uses the Applicant Tracking System to implement recruitment strategies, track candidates, monitor available positions, and study job descriptions/qualifications.

- Assists with both short and long-range planning and implementation for the improvement of the recruitment strategic plan and processes.
- Establishes and maintains strong, positive working relationships with hiring administrators and department supervisors to identify creative recruitment strategies for hard to fill positions and support effective candidate management tactics.
- Collaborates with internal and external partners to promote career pathways.
- Reviews industry trends, best practices, and recruitment data to respond to requests for information, prepares reports, develop training/presentations, and communicate the current landscape of candidate pipelines and external market conditions.
- Develops relationships with current and future clinical practice students to entice interest in Omaha Public Schools and provide support leading up to, during, and after orientation to promote opportunities to join our staff.
- Supports the onboarding of new staff by providing clear communication and event support to ensure the transition to Omaha Public Schools is efficient and positive. Serves as a backup for classified orientation as needed.

Additional Duties:

To view the full job description, and to apply, [click here](#).

Questions should be addressed to Brandi Rossman, Human Resources Coordinator at 531-299-9428 or by email at brandi.rossman@ops.org

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