



HISPANIC SCHOLARSHIP FUND

Position: Manager, Career Services
Reports to: Senior Vice President, Career Services and Alumni Relations
Location: Gardena, CA
Classification: Exempt
Date: June 13, 2019

Organizational Context

HSF gives tens of thousands of students a bridge to reaching their full potential, and by so doing, helps bring about a better future, not only for them, but also for their families, their communities, and our nation. The HSF Career Services department plays a central role in achieving these goals by providing Scholars and Alumni—some of the best and brightest minds in the country—access to career-oriented tools, resources, training, coaching, mentoring, networking, and job and internship placement, any of which might not otherwise be available to them. You will be a leader in planning and executing the core functions of the Career Services team, in an atmosphere that combines professional growth and high achievement with fun and comradery.

Essential Function

The Manager will work closely with HSF corporate partners to help them identify, attract, and hire HSF Scholar talent, while facilitating professional development training, career coaching, and mentorships to HSF Scholars and Alumni. This role will also work closely and collaboratively with various HSF team members, across departments, to oversee the planning and execution of HSF's multi-day Scholar conferences, which showcase various industries and career paths, provide guidance on topics like resume writing, interviewing techniques, and salary negotiation strategies, and include real-time interviews with recruiters, for jobs and internships, among other functions.

Competency

Knowledge

- Demonstrated knowledge of recruiting fundamentals
- General knowledge of diverse sales methodologies with strong preference for applicants with consultative selling experience

Your knowledge of recruitment fundamentals and consultative selling will be critical to navigating exploratory conversations with candidates, understanding their unique needs, and making effective recommendations, as well as developing and maintaining productive working relationships with HSF's partners, on the hiring side.

Skills

- Ability to leverage technology to identify the best recruitment channels
- Advanced writing skills to develop and post compelling job ads that attract the maximum number of candidates
- You will need exceptional oral and written communication, management, and process skills

Abilities

- Effective interpersonal relationship building, with experience in authoritatively requesting and delegating tasks, including the ability to be persistent—a no today, is a yes, tomorrow!
- Flexibility and adaptable to change

Credentials/ Experience

- Bachelor's degree and 3-5 years of relevant work experience in any of the following: full-cycle staffing/agency recruitment, sales, executive search, headhunting, and/or corporate recruiting, in any of the following industries: Technology, Engineering, Sales, Finance, and Media
- Prior experience soliciting applicants, conducting prescreening interviews, vetting for suitability, communicating job details, garnering applicant interest, coaching applicants through the interview process, effectively negotiating salaries and total compensation packages, and successfully placing candidates
- Experience operating in a fast-paced, high-call-volume, and results-driven environment

Commitment Expectations

- Extended workdays and weekends, as required
- Must be flexible and available for approximately up to 20% domestic travel during conference season

Additional Criteria

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Constant sitting or standing,
- Some walking around, and
- Occasionally lifting no more than 20 lbs.

All responsibilities for this position are not included and may be adjusted over time with or without notice.

To Apply: Email résumé and cover letter to employment@hsf.net

Equal Opportunity Employer