The Department of Ecology is hiring!

**Human Resource Consultant 1**

Are you a recent college graduate who wants to be able to apply their education and skills immediately to a Human Resources project? The Department of Ecology has an exciting opportunity for a recent college graduate who is looking to gain experience in recruiting.

The main focus will be to develop a statewide outreach plan which will impact our long-term recruiting efforts. Join a dynamic, fun, fast-paced recruiting team! 😊

We are looking for an organized, driven, friendly person who is interested in gaining valuable hands-on experience in recruitment outreach.

The Department of Ecology is currently looking to fill a Human Resource Consultant 1 position that will be based at our headquarters building in **Lacey, WA**.

In this position you will perform first-level professional human resource assignments in one or more areas of the human resources functions such as recruitment and selection. The main focus of this position is working on the **Recruitment Outreach Plan** with opportunities to participate in screening and certifying applicants as well as participating in career fairs.

Some of the key work activities include:

Outreach to the major universities in the state to assist with the development of a contact and communication plan by:

- Investigating, confirming and learning about university programs that are well aligned to the Department of Ecology.
  - Inquiring about all career fairs to create an annual job/career fair calendar.
  - Building intelligence around alumni networking and resources.
  - Researching on-site career resources dedicated to veterans and diversity outreach plans at each university.
- Developing appropriate documents for record keeping and organize all materials using HR’s internal SharePoint site with the assistance of the Human Resource Consultant 3 for Business Intelligence.
- Outreach to technical and community colleges for information technologies and financial services students to assist with the development of a contact and communication plan.
- Outreach to professional associations and other key external partners as directed by the Human Resource Consultant in recruitment as necessary to market job announcements.
Requirements:
A Bachelor’s degree with a focus on business, human resources, social or organizational behavioral sciences, or related field. Equivalent education/experience can substitute year for year for education.

Preferred/Desired Skills and Abilities/Competencies:
Proficiency using: SharePoint, MS Excel and MS Project.

Schedule:
Full-time, Monday – Friday, Hours: Day shift.
Pay range: $17.21 - $22.52 per hour.

This temporary position is scheduled to end June 30, 2015.

How to Apply:
For immediate consideration, please email your resume and cover letter by Wednesday, April 1, 2015 to Lisa Knutson-Sealey at: Lknu461@ecy.wa.gov. Please list Human Resource Consultant 1 in the subject line.