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# Example of Campus Recruiter Job Description

Our company is growing rapidly and is hiring for a campus recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for campus recruiter

* Coordinate all logistics for campus interviews by providing schedules and interview materials to interviewers
* Coordinate logistics for in-office interviews by working closely with internal hiring teams to develop schedule and distribute materials, provide details to candidates
* Work with hiring managers to decide which candidates will receive offers upon completion of interviews
* Process, extend and negotiate offers as needed
* Keep all candidates informed of status throughout the entire process
* Provide recruiting metrics to campus teams and business leaders
* Travel as needed to attend events, meetings, and participate in interviews
* Build trusting relationships and interact/negotiate with various parties to translate stakeholder requirements into commercial solutions
* Oversee and assign duties to team members, track progress, handle escalations and solutions
* Understand the regulatory environment and key regulatory process supported by HR Operations

## Qualifications for campus recruiter

* Understand project management lifecycle and manage work plans for individual projects
* Arrange all details of candidate interviews (coordinating candidate and interviewer schedules, approving candidate travel)
* Recruits qualified university graduates to fill entry-level and intern positions for maintaining the firm's brand and image on the university campus
* Drive and influence the development and implementation of new graduate/student talent acquisition plans and strategies aligned with business objectives to assure a qualified, diverse pool of candidates
* Drive and influence internal stakeholders to execute tactics to move the strategy forward for the business unit
* Inform internal business of market trends that may impact recruitment strategies and influence stakeholders to ensure organization's competitive positioning